



## FUNDRAISING APPROVAL APPLICATION FORM

(TO BE COMPLETED IN TERMS OF THE ST STITHIANS COLLEGE FUNDRAISING POLICY WHICH IS AVAILABLE ON THE FOLLOWING LINK: <http://www.stithian.com/content/page/policies>)

This application form is to be submitted prior to the fundraising activities commencing.

Please submit the form to Bev Johnson ([bjohnson@stithian.com](mailto:bjohnson@stithian.com)) in the Advancement Office.

The application is to be approved by the Approvals Sub-Committee of the Fundraising & Events Committee.

<b>Committee requesting fundraising:</b>
<b>Responsible school staff member (email address and cell number):</b>
<b>Chair of Committee (Name, e-mail address &amp; cell number):</b>
<b>Treasurer of Committee (Name, e-mail address &amp; cell number):</b>
<b>Description of the fundraising initiative:</b>
<b>The purpose of the fundraising initiative:</b>
<b>If for an international tour, has the tour been approved by the relevant school authority?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Confirm approval by:</b> Rector <input type="checkbox"/> Head of School <input type="checkbox"/>
<b>Targeted amount to be raised:</b> R
<b>Budget included?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Details of fundraising events:</b>

<p><b>Which of the St Stithian schools are to be targeted for fundraising?</b></p> <p>Whole College <input type="checkbox"/> BC <input type="checkbox"/> GC <input type="checkbox"/> BP <input type="checkbox"/> GP <input type="checkbox"/> JP <input type="checkbox"/></p> <p>Other (please give details)</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>The names of companies / individuals who may be approached for donations or sponsorship of some kind:</b></p>
<p><b>Commencement &amp; completion dates of fundraising activities:</b></p>
<p><b>Signature &amp; date / Chair of committee:</b></p>
<p><b>Signature &amp; date / Treasurer of committee:</b></p>
<p><b>Signature &amp; date / School staff member:</b></p>
<p><b>Other relevant information you wish to provide with this application?</b></p>
<p><b>Approval (comment and signature by the Chair of the Approvals Sub-committee):</b></p>

**DATE SUBMITTED TO FR&E COMMITTEE:** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**DATE RECEIVED BY ADVANCEMENT OFFICE:** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

(As discussed and agreed at FR & E meeting 22 July 2015)



**ST SWITHIANS  
COLLEGE**

### **POST-EVENT FUNDRAISING REPORT**

This report is due no later than 30 days after the event for which fundraising activities occurred. Please submit this report to Bev Johnson ([bjohnson@stithian.com](mailto:bjohnson@stithian.com)) in the Advancement Office.

<b>Description of the fundraising activity:</b>
<b>What was the fundraising used for?</b>
<b>Period of fundraising:</b>
<b>List of fundraising activities and monies raised:</b>
<b>Did you receive donations-in-kind? From whom? Please provide details:</b>
<b>Number of students who benefitted from the fundraising activities:</b>
<b>List of donor/s companies who supported this event:</b>
<b>Any sponsors who should no longer be approached?</b>

**Learnings from fundraising events for future committees:**

**Have details of how the funding raised been communicated to the St Stithians community and sponsors/funders? Please provide details (date, source):**

**A copy of the financial report submitted to the Head of Finance is attached:**

YES

**SUBMITTED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNED BY:** \_\_\_\_\_  
**DEPUTY HEAD OF SCHOOL**

**DATE:** \_\_\_\_\_