



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) in the Advancement Office.

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

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

<p>Which of the St Stithians schools are to be targeted for fundraising?</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>The names of companies / individuals who may be approached for donations or sponsorship of some kind:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Commencement & completion dates of fundraising activities:</p> <p>_____</p> <p>_____</p>
<p>Signature & date / Chair of committee:</p> <p>_____</p>
<p>Signature & date / Treasurer of committee:</p> <p>_____</p>
<p>Signature & date / School staff member:</p> <p>_____</p>
<p>Other relevant information you wish to provide with this application?</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Approval (comment and signature by the Chair of the Approvals Sub-committee):</p> <p>_____</p> <p>_____</p> <p>_____</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 STITHIANS
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) in the Advancement Office.

Description of the fundraising activity:
What was the fundraising used for?
Period of fundraising:
List of fundraising activities and monies raised:
Did you receive donations-in-kind? From whom? Please provide details:
Number of students who benefitted from the fundraising activities:

List of donor/s companies who supported this event:	
Any sponsors who should no longer be approached?	
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 <input type="radio"/>
DATE SUBMITTED TO FR&E COMMITTEE: _____	SIGNATURE _____
DATE RECEIVED BY ADVANCEMENT OFFICE: _____	SIGNATURE _____

