Application for Fundraisers/Drives

*All fundraisers and drives done at Kinkaid must be pre-approved by the school’s Donations Committee.  The functions of the Donations Committee are:*

* *To encourage, guide, support and recognize our students’**philanthropic efforts*
* *To ensure that fundraisers/drives at Kinkaid are student-initiated and student-led*
* *To prevent undue solicitation of Kinkaid parents, students, and employees*
* *To ensure compliance with the school’s financial procedures for fundraisers*
* *To ensure that fundraisers/drives at Kinkaid represent the interests of groups of students rather than the interests of individual students.  Accordingly, projects must be proposed by an established, faculty-sponsored Kinkaid organization, such as a club, team, council, advisory group, homeroom, after-school program or grade level.*

*To submit an application, applicants should meet with a member of the Donations Committee who will assist them in completing the form and ensuring that the project meets the committee’s criteria.  Once the application is submitted, applicants will present the project for approval and support at a Donations Committee, which occur twice monthly.*

1. Student leader name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name of faculty-sponsored Kinkaid organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Faculty sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Describe the activity you would like to conduct and the need you are addressing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Will you be collecting funds or goods? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Organization that will receive the funds/goods: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.  Attach a copy of documentation to verify the legitimacy of the organization.  Documentation may be 501(c)(3) certification, Better Business Bureau Seal, Charity Navigator Seal, etc.

8. Proposed date(s) and times(s) of activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Where will the project occur? (check all that apply)

\_\_\_\_ LS     \_\_\_\_ MS    \_\_\_\_ US     \_\_\_\_ Athletic Event     \_\_\_\_ Fine Arts Event

10. Whom are you soliciting? (check all that apply)     \_\_\_\_ Students  \_\_\_\_ Faculty  \_\_\_\_ Families

11. How do you intend to advertise? ***Advertising is not allowed through the web page or POLD***

\_\_\_\_ Posters    \_\_\_\_ Assemblies    \_\_\_\_ Principals’ bulletins     \_\_\_\_  KLS-TV     \_\_\_\_ Facebook

other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. How will you educate students and donors about this cause? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. In the case of donation of goods, how do you intend to deliver/ship the items? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_   Meeting date: \_\_\_\_\_\_\_\_\_\_\_\_\_