

Date of Submission:  
Internal Event Sponsor:

Approved: Yes No  
Date of Approval:

## **Calvary Episcopal Preparatory Fundraising/Service Project Proposal Form**

**Purpose:** To monitor, schedule and track success of all fundraising, service projects and events throughout CEP.

**Reason:** Multiple fundraising events and service projects are held throughout the year; by different groups, for multiple purposes. It is imperative that the business/development office have a full understanding of when these projects are being held, the target audience and the success of each of the projects. This will help ensure multiple events/projects are not happening at the same time, so your event will have the proper attention needed with your target audience.

**Who needs to complete the form?** All services projects (where collection of money or goods will be required – pennies for patients, Christmas toys, etc) or fundraising events need to complete the form in its entirety. Incomplete forms will be returned to the event sponsor for completion.

### **Submission Requirements:**

- 1) Complete form in its entirety. Please be specific with event dates and activities.

Submit all forms to Krista Kuperus by **July 15<sup>h</sup> 2020**

Be sure to keep a copy of your submission for your records.

- 2) All forms will be reviewed by the Development Committee and you will receive a response from the committee.
- 3) If a project comes up later in the year, complete the form and submit to the Krista Kuperus.
- 4) All submissions are considered on a first come first serve basis after the initial review during summer.

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### Fundraising/Service Project Proposal Form

This form must be completed in its entirety and submitted to the development office for each fund raising or service project (where collection of money or goods will occur).

**Event/activity:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_ email: \_\_\_\_\_

**Type of event/activity:**      Service      Fundraising

**Description of event/activity:**

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**Sponsoring department:**      Working For Washington    Library  
    Upper School    CPTO    Drama  
    Class Service Project    Other \_\_\_\_\_

**Target audience for funds:**

- Calvary parents    Calvary Alumni    Friends & Family  
 Richmond/Rosenberg community    Greater Houston community  
 Business matching funds    Grants/trusts  
 Other \_\_\_\_\_

**Exact date(s) of event** (list top 3 choices):

- 1)
- 2)
- 3)

**Estimated Profit:** \_\_\_\_\_

**Estimated Cost:** \_\_\_\_\_

**Promotion timeframe:** \_\_\_\_\_

(Amount of time prior to event needed to promote)

**Donation asked of CEP parents:** \_\_\_\_\_

**Cost asked of CEP parents (price of event):** \_\_\_\_\_

**Where will the funds be allocated?** (Ex: middle school science books, travel expenses, purchases, etc)

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**Cost to CEP, supplies needed:**

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**External Sponsors** (what is being provide/by who)

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