TRINITY ACADEMY

Innovative Classical Learning

Trinity Fundraising Program Proposal Form

Faculty/Staff member as project liaison: _____

Student Leader(s) ***and Parent Leader(s)*****:** _____

_____

Name of group that will benefit from this fundraiser: _____

Reason for fundraiser: _____

Projected amount of funds generated: _____

Fundraising event description and target audience:

_____

_____

_____

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Projected start and end dates of fundraiser: _____

Groups and/or individuals should prepare a proposal to be submitted to the Development Office for approval **by July 30th** for the **fall semester** and **by November 30th** for the **spring semester**. If an event materializes after July 30th or November 30th, a proposal may be submitted **30 days prior to the start date** of the proposed event.

Once approval is received, the event will be posted to the school approved fundraising calendar and communicated to the school community accordingly. The liaison of each project should inform the Development Office if there is a change in the project or schedule. Communication by all parties involved is the key to a successful fundraising event.