

**Visitation of Our Lady School/Parish Request for Fundraiser Application**

This form must be completed and approval granted prior to commitments made with vendors or proceeding with final plans. Once the fundraiser is approved written notification will be sent to the ministry and the fundraiser will be placed on the parish's master calendar.

Name of Ministry: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of fundraising event: \_\_\_\_\_

Requested Date(s): 1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

Anticipated profit: \_\_\_\_\_

Description of fundraiser: (include what will be sold, who is the targeted group, and how will the proceeds be spent)

How will the fundraiser be advertised?

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| _____ Newspaper                     | _____ Fence Signs                     |
| _____ Clarion Herald                | _____ Church Bulletin                 |
| _____ School's Sign on Barataria    | _____ Church's Sign on Ames           |
| _____ School Phone Messaging System | _____ Parish's Phone Messaging System |
| _____ Other _____                   |                                       |

Will another ministry be assisting your group with this fundraiser? Yes No

If yes, explain: \_\_\_\_\_

What parish/school facilities will be used for this fundraising event? Once the fundraiser is approved, you will need to make the necessary arrangements to reserve the needed facility/facilities.

Will the services of the parish facilities manager be required for the event? Yes No

If yes, explain: \_\_\_\_\_

Attach a list of all sponsors/donors that will be solicited for contributions for this fundraiser?

Approved

Not Approved

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date