

## Greater Portland Christian School – Fund Raising Proposal Submission Form

In order for the development committee to fully understand your proposed fund raising plan please answer the following questions:

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Your name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

What is the name/description of your proposed fund raising idea?

What is the purpose of the proposed fund raiser?

What are the start and end dates of the proposed fund raiser?

What is your plan to communicate the event?

What are the financial goals for this fund raiser?

What costs are involved in marketing this proposed fund raiser?

What is your target donor audience for this proposed fund raiser?

What is your staffing plan for leadership and workers?

In terms of the school facility and equipment, what are your needs?

Are there start up costs? If so, explain your plan to cover these costs.

Have you read and do you agree to comply with the GPCS money handling policy?

Do you have any concerns or questions about this proposed fund raiser for the development committee?

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Next step:

The GPCS Development Committee will review this request and then let you know when to expect a decision about this request.

Thank you for submitting this request and also for your service to GPCS.