



Imhotep Charter High School



6201 N. 21st Street

Philadelphia, PA 19138

(215) 438-4140

(215) 438-4160 Fax

Fundraising Proposal Form

Step by step logistics for executing the proposed activity (set-up, in- process, breakdown)

Activity Chairperson (Person presenting the proposal)		Group/Organization	
Date Submitted:		Submitted to:	
Proposed start date:		Proposed end date:	
Purpose of fundraiser:			
Description of fundraiser:			
Fundraising Budget Logistics: Does Group/Organization need Funds to purchase fundraising items or need use of school credit card to purchase supplies? Yes (If yes how much is required?)			
Vendor Information: (DO NOT SIGN ANY CONTRACTS)			
Name:			
Address:			
City:		State:	Zip:
Phone:		Fax:	Email:

Budget: Describe Fundraising Budget Logistics:

Names of adults helping with activity	Responsibility of adults helping with activity
	Fund raising coordinator: Responsible for fiscal management and reports.
Names of students helping with activity	Responsibility of students helping with activity

Please Sign

I understand this fundraiser must be approved by school administration before I start. I further understand that I must follow all school procedures for handling school funds. I understand and will implement the guidelines outlined in school activity funds. I understand that a financial procedures meeting with the Business Manager must be scheduled prior to the start of the Fund Raiser.

Name of Fundraiser: _____ Date(s) of Fundraiser : _____

Signature Grade Group or Organization Coordinator

Please sign if you approve of the activity outline in this proposal. Contact the Activity Chairperson about any concerns or necessary changes before granting approval for this proposal.

Michelle Wilson, Director of Post-Secondary Edu.

Mama Debbie Toney-Moore, Executive Admin Assist.

Rose Munga-Kioko, Business Manager

Andre Noble, Director of School Climate

Carla Pitt, Associate Principal

Jury Segers, Principal

Approval Date Financial

Procedures Meeting Date

Additional Information: