



Fundraising Proposal Template

Fundraising proposal requirements:

1. Understand each fundraising group has a limit of no more than 6 fundraisers per calendar year; this is to allow other groups to fundraise and not create donor burnout or fatigue.
2. Fundraising group members should propose ideas to the larger group and group leadership (for example, PTH board or East Coast Trip fundraising leaders) for consideration. If ideas are chosen, a lead coordinator for each event should be selected and volunteers should sign up to help with the event.
3. Lead event coordinator or designee should complete a proposal template with the information below to school principal no later than 30 days before the event for approval.
4. If applicable, send flyer, posters, or other publicity to school principal and office manager no later than the Friday before publication for approval.

Fundraising Proposal must include:

1. Fundraising group (for example "PTH" or "East Coast Trip 2021")
2. Project chair(s) and contact info
3. Fundraiser proposed dates
4. Description of the fundraiser – this should include who the fundraiser is targeted towards, what the fundraising event itself is, who is supervising if applicable; please include as many details as you can
5. Planned publicity and dates for publicity
6. Planned costs of fundraiser
7. Planned profit of fundraiser