



Mesabi East Schools  
**Fundraising Application**

Complete & submit to Principal at least 2 weeks prior to starting date. Applications will be reviewed each week by administrators with notification of action returned to the Fundraising Chairperson (s).

Name of Organization / Group		Date of Application	Date of Fundraiser
<b>Type of Fundraiser</b> Briefly describe the type of fundraiser (sales, service, etc.) and who will be responsible for sales and/or services.			
Vendor		List any costs and sources to cover costs.	
Anticipated Net Profit			
<b>Purpose of Fundraiser</b> Describe the need for the fundraiser and who it will benefit.			
<b>Target Market</b> Briefly describe who will be approached to purchase the goods or services and through what means (letter, sales, etc.).			
<b>Promotion</b> Describe the promotion/advertising plan for the fundraiser.			
<b>Delivery</b> Briefly describe how purchases, prizes, services, etc. will be delivered.			
Starting Date	Ending Date	Delivery Date	Delivery Completion Date
List Fundraising Chairperson(s)		List Financial Chairperson(s)	
<b>Administrative Action</b>			
Signature of Administrator		<input type="checkbox"/> Fundraising Plan Approved <input type="checkbox"/> Fundraising Plan Denied	Date
Comments			

