

Appendix A - Administrative Procedure 522
FUNDRAISING FOR SPECIFIC PROJECT FORM
Projects over \$5000.00

Fundraising for large scale projects requires that the CAC and Board be informed prior to communication with the community. These fundraising endeavors must be communicated for a specific purpose.

School: _____

Brief Description of Project:

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Attach map of facilities or grounds for planned location of project

Estimated Costs of Project:

Estimate Budget Year: _____ **Total Estimated Project Cost:** \$ _____

Name for Separate School Cash Category: _____

Description of plans for different fundraising activities with profit estimate for each:

Please note if the activity requires a lottery license. If unsure, please reach out to purchasing for clarification.

Description:	Estimate:
	\$
	\$
	\$
	\$

Is one of the activities above soliciting letters to the community? Yes No

Note: if you select yes, attach letters with this form and Board approval is required and the letter needs to be reviewed by the Superintendent of Operations.

Please submit completed form to the Business Department at purchasing@prairiesouth.ca.

Date submitted: _____

DIVISION OFFICE USE ONLY

Date Submitted to Superintendent of Operations: _____

Superintendent of Operations Signature: _____

Date Submitted to CAC

Date Communicated to Board