

Fundraising Request Form

Club / Organization / Sport: _____

Contact Name: _____ Email: _____

Fundraiser Start Date: _____ Fundraiser End Date: _____

Fundraiser Name: _____

Fundraiser Description : _____

Donors - Who are your donors? – Please check all that apply.

CP Parents - Only

CP Parents, Family & Friends

Local Community Members

Local Business Owners

Other _____

Marketing – These dates will be placed on the fundraising calendar so we do not send too many eblasts about fundraisers.

Social Media – Dates Requested: _____ What’s Up

CP/ Flyer Attached – Dates Requested: _____ Eblast of Flyer/

Campaign Link - Dates Requested: _____ Press Release to Local

Media – (Due one month in advanced): _____

Raffle Tickets – to comply with the *Louisiana Office of Charitable Gaming* you must take the following actions if the raffle prize’s fair market value is greater than \$200.

1. [OCG208 - Application for Exempt Status](#) -Complete at least one month in advance.
2. [OCG305A - Raffle Guidelines](#) must be followed – read before ordering raffle tickets.
3. [OCG305 - Raffle Accountability](#) after tickets are sold, complete this form and turn in to Jayme Skelton

To Be Approved by the following:

_____ Head of Upper School/Executive Director
_____ Admissions & Marketing Director
_____ Director of Advancement

Please turn in or email this form with your event flyer to Alyx Pomerleau at apomerleau@centralprivate.org.