

**Jackson Academy
Fundraising Request Form**

For the consideration and protection of our Jackson Academy families, faculty, and students, the JA Board of Trustees mandates that the JA Development Committee approve all new fundraisers in advance.

(From the Jackson Academy gift acceptance policy statement.)

E. Responsibilities and Authority

1. Authority - No individual or support group may solicit funds in the name of or on the behalf of the School unless authorized to do so by the Board or the President. Solicitation activities and scheduling must be approved in advance by the Development Committee.

To submit a new* fundraising request to the JA Development Committee, the information requested below must be submitted to and reviewed with Tim McWilliams, Director of Development. The Development Committee meets three times per year, so requests must be submitted one month in advance of needing an answer to allow the Committee to review and make a decision.

(* New is defined as a fundraiser that has not previously been conducted or if a new approach or solicitation method is being considered to an existing fundraiser.)

Name of JA group making request: _____

Purpose of funds: _____

Dates of solicitation: _____

Date and location of event: _____

Who will be solicited? _____

How will prospects be solicited? mail email phone call face-to-face
 event(s) other _____

Any letters or fundraising copy must be submitted to the Development Office for approval.

Will donors receive anything in exchange for their donation? (e.g. sponsor recognition, tickets, a gift.)

How will donors be receipted and recognized? _____

Attach or email to Tim McWilliams, tmcwilliams@jacksonacademy.org, a list of prospects to be solicited. If approved, an updated list of prospects must be submitted to the Development Office before solicitations may begin.

For Development Office Use Only:

Date request was received: _____ . Individual submitting request: _____

Date submitted to Development Committee: _____

Development Committee decision: _____