



## HARDIN VALLEY ACADEMY ATHLETIC COUNCIL

### REQUEST FOR FUNDRAISER APPROVAL

(See us on the web at: [www.hvaac.org](http://www.hvaac.org))

*(Submission date must be six wks prior to the start date of the fundraiser. Approval will be granted within two weeks of submission.)*

**SPORT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Coach (phone. & email): \_\_\_\_\_

PAC Representative (phone. & email): \_\_\_\_\_

#### **Fundraiser Description:**

Type of Event (carwash, pancake breakfast, etc): \_\_\_\_\_

Is there a Corporate Sponsor or Connection (y/n): \_\_\_\_\_

If yes, list the Corporation(s): \_\_\_\_\_

#### **Date, Time and Location of the Event:**

Date: \_\_\_\_\_

Time Span: \_\_\_\_\_

Location: \_\_\_\_\_

#### **Groups Involved:**

Athletes (approx number): \_\_\_\_\_

Parents (approx number): \_\_\_\_\_

Other (approx number): \_\_\_\_\_

**How Has The Event Already Been Promoted:**

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Help Requested from HVAAC:**

Financial Support (specify the amount and the reason needed):

\_\_\_\_\_  
\_\_\_\_\_

Communications Support (i.e., HVAAC Website, PR, PAC meetings):

\_\_\_\_\_  
\_\_\_\_\_

Day of Event Support (logistics, tables, display materials, etc):

\_\_\_\_\_  
\_\_\_\_\_

Thank you for your time and support. We sincerely hope that we can be of help to you in making your fundraising event successful.

Please Return This Form to the HVAAC Fund Raising Director:

[Barbara Miller](mailto:barbara.miller@knoxcounty.org) (barbara.miller@knoxcounty.org)

Work (865) 216-6475

## **GUIDELINES**

1. All proposed fundraising efforts will be submitted to the HVAAC Executive Board for review and approval. (Forms located to the right, printable or online submission) An initial response will be given within two weeks of receipt by the HVAAC Executive Board's Secretary. This response may indicate initial agreement or ask for clarity or changes be made to the fundraising program.
2. If HVAAC Executive Board agrees and approves of proposal it will be forwarded to Principal and the Athletic Director of HVA. (Note: These first two steps may take place at one meeting)
3. When approved by Principal and Athletic Director, the President of HVAAC will forward approval to Coach and PAC Rep. Also all Pac Reps will be notified of this fundraising effort to avoid conflicts, but most importantly to build grass root support.
4. Upon conclusion of the fundraising effort, a summary should be sent to HVAAC for review. The summary should include the amount raised, what worked, and what changes will be made if same fundraising effort is proposed in the future.
5. An Executive Board member will be assigned to each sport wide project, and be responsible for timely (weekly at most) reporting to the EB, communication to the coaches and the Sport Reps and the PACs.