



## Fundraising idea form

This form is used to submit fundraising ideas to the Manifold Heights Primary School (MHPS) Council. Fundraising supports many great initiatives and Council values new suggestions from the school community. For assistance completing this form, please contact the Business Manager at [manifold.heights.ps@edumail.vic.gov.au](mailto:manifold.heights.ps@edumail.vic.gov.au).

Prior to submitting your proposal, you are encouraged to review the current Fundraising Events Calendar available at <http://www.manifold.vic.edu.au/programs-activities/>

Following submission, your proposal will be assessed by the Parents and Friends Association (PFA) before presentation to the School Council. A PFA member may contact you with any queries relating to your proposal.

### Submitter details

<b>Your name</b>	
Please tick:	<input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Friend of Mano <input type="checkbox"/> Other
<b>Contact details</b>	Phone: _____ Email: _____

### Proposal

<b>Idea name</b>	<i>[Enter a short title accurately describing your idea]</i>
<b>Idea description</b>	<i>[Provide a detailed description of the idea you are proposing as a MHPS fundraiser] Note: If you require more space, please attach materials to this form and (e.g. photos, plans, brochures)</i>
<b>Organisation</b>	<i>[Provide an outline of the resources you believe would be needed to support this activity. For example, estimated staff, student or parent volunteer involvement, equipment (e.g. bbq, tables/chairs) or facilities (e.g. hall, school rooms)].</i>  ▪ ▪ ▪ ▪
<b>Cost estimate</b>	<i>[Are there any costs associated with establishing this fundraiser (e.g. catering, prizes, external contractors, equipment hire)? Where feasible, attach quotes for known costs or provide indicative estimates for consideration.]</i>

### Attachments

I have attached supporting documents with this proposal    YES    NO

Summary of attachments:

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