



HORNETS

STUDENT COUNCIL EXECUTIVE COMMITTEE

So You'd Like to Propose a Fundraiser/Event...

1. Refer to the "Proposal Chain of Command" posted on the school website so you know who you will be addressing with your proposal.
2. Review the questions below before beginning your proposal. These questions should be used as a guide for your proposal. The questions in **RED** are mandatory.
 - a. Please add any additional information to make your proposal as detailed as possible. **BE SPECIFIC!**
 - b. Aim to submit the proposal at least two months prior to the event or project date. Multiple drafts may be needed.
 - c. The proposal must be approved by your advisor before you submit it. Do **NOT** send it to us without their signature or it will automatically be denied.

1. What is the name of your event?

2. What club, grade or group is hosting this event?

3. What is the most preferable date for your event? Have you checked the Google Calendar for availability on this date? Please provide backup dates as well.

4. Is money involved with this event? YES NO

If YES, answer the following questions:

a. Will money be collected at the event or before the event?

b. How much money will each item/ticket cost?

c. How will orders be placed?

d. Who are the students in charge of collecting the money? Who is the faculty supervisor who will be watching over sales?

e. When will you collect the money? (Dates/times)

5. How will you advertise for the event? Who will advertise the event?
6. Please provide a detailed description of your event.
 - a. This includes what will happen at various times during the events, how it will be organized, and any materials you may need.
7. Please provide at least one conflict that may come up during planning or during your event. Please include how you plan to resolve this conflict and what steps you will take.
8. Which teachers will be advising the event? Be sure to contact these teachers before submitting this form!
9. Is there a maximum number of people? If so, what will that number be?
10. Will you be selling any food/refreshments at an event? If so, what will they be and how much will they cost? How will you account for allergens in the food items?
11. Are there parents/out-of-district guests/ families invited?
12. Is this a charitable cause? If so, please explain.

Upon conclusion and review of your proposal form, please email a copy of your proposal Doc to the appropriate people mentioned below.

Student Council Advisor, Katie Elko (elkok@mcmsnj.net)

Student Council President, Sujal Dhoka (dhokas@mcmsnj.net)

Thank you!

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- ☐ Yes, the event is approved
- ☐ No, the event is not approved and cannot/will not be approved in the future
- ☐ No, the event is not approved, but may be approved if the changes listed below are made

Comments, Questions, Changes that need to be made, Restrictions, etc.:

Signature: Class Advisor _____

Signature: Ms. Elko _____

Signature: Mr. Fuller _____