



Online Item Creation Request Form

Please complete the following form and submit to the office at least 2 weeks in advance for any upcoming events, trips or activities. The information below will be used to create the online item for parents to purchase for their students. Catalogue items are not required for fundraisers where goods will not be received (eg. donations in lieu, awards, or dance-a-thons). All donations of this nature should be received through the online donation site.

Title	<i>Examples: Apple Orchard Trip, Clothing Sale, Sub Lunch Order (150 Characters Max.)</i>		
Date(s), if applicable	<i>Tuesday, Oct. 2, YYYY</i>		
Description (To Be Posted For Parents)	<i>Date, Time, Bus Departs from school, Bus Returns to school, Pack a lunch, Rain or Shine, Destination and contact info.</i>		
Dates to Make Visible to parents	ASAP or Monday, Sept. 17, YYYY		
Dates to Be Removed/Expire	Monday, Oct. 1, YYYY		
Email Reminder to Parents	Date(s) of Reminder(s) before day of event		
Quantity Available (Items, tickets, etc.)	Unlimited or fixed amount. Once # has been bought they are sold out	Unlimited Amount	Fixed Amount
Limit per person	Unlimited or fixed amount per person to purchase	Unlimited Amount	Fixed Amount
Available to the Public or Staff	Public allows anyone outside of the school can purchase	No	Public Staff Only Staff and Student Only
Recurring Payments	1 time payment or equal value installments	No	Yes-How many installments
Student Attachments	Grade, Course Code, Homeroom, Sports Team, Group, Entire School		
Total cost per Student [A]	\$17.00		

Submitted By:	
Date Submitted to Office:	

For Office Use Only	
Deposit Bank Account	School Council School Generated Funds
Deposit Category	
Cost Recovery Amount Based Total Cost Per Student (2%) [B]	
Subtotal Per Student (Total Cost + Cost Recovery) [A + B]	
Rounded Final Total Per Auto Cost Recovery Calculation	
Catholic School Council	Date
Principal Approval	Date