



Fundraising Request Form

Completed request forms for the **2016-17** school year are to be submitted to the Business Manager, LRC, according to the following schedule:

Request Due to the LRC	Board Meeting Date	Activity Start Date
1st day of School	1st Sept. Meeting	Day after meeting
Last day before Thanksgiving	December meeting	Day after meeting
Last day before Spring Break	1st April meeting	Day after meeting

Important Note: A Fundraising Project Summary is **due 6 weeks after the activity ends**. Proceeds should be spent during the year the funds were raised. All groups are required to submit a request for each activity to the Business Manager specifying how all fundraising proceeds are to be spent.

School Name _____ Sponsoring Group _____

Contact Name _____ Contact Phone _____

Contact E-Mail _____ District Account _____

<u>Description of Activity</u>	
<i>*all information must be provided in order to be approved*</i>	
Fundraising Activity	_____
Activity Date(s)	_____
Estimated Proceeds	_____
Purpose and Use of Funds (MUST BE SPECIFIC)	_____

** I am approving that this request is necessary to provide funds for the purpose described above.*

Building Admin _____

Signature of Approval Date

Office Use Only		Summary Due Date:
Business Manager Review:	_____	_____
	Date	_____
School Board Review/Approval:	_____	_____
	Date	_____