



# Fundraising Request Form

Completed request forms are to be submitted to the business office per the following schedule:

Request Due	Board Meeting Date	Activity Start Date
By 1st day of School	First meeting in Sept	Day after approval meeting
By last day before Thanksgiving break	December meeting	Day after approval meeting
By last day before spring break	First meeting in April	Day after approval meeting

Important Notes: A fundraising project summary is due six weeks after the activity ends. Proceeds should be spent during the year the funds are raised. All groups are required to submit a request for each activity to the business office specifying how all fundraising proceeds are to be spent.

School Name \_\_\_\_\_ Sponsoring Group \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Contact E-Mail \_\_\_\_\_ District Account \_\_\_\_\_

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

*\* 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 Office Review:	_____	_____
	Date	_____
School Board Review/Approval:	_____	_____
	Date	_____