

**Policy Series 1000 – School and Community Relations  
Community Activities Involving Students**



**Policy 1005.4-E1 Fundraising Request Form**

**Forms should be submitted to the Business Office per the following deadlines:**

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from Oct 1 thru Dec 31	First meeting in Sept	<b>Fundraisers should NOT start until the day immediately following board approval.</b>
Last day of school before Thanksgiving break for fundraisers occurring from Jan 1 thru Mar 31	December meeting	
By Feb 15 for fundraisers occurring from Apr 1 thru May 31	March meeting	
By April 15 for fundraisers occurring from Jun 1 thru Sept 30	First meeting in May	

**REMINDERS:** All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

<b>Building Name:</b> _____	<b>Sponsoring Group:</b> _____
<b>Contact Name:</b> _____	<b>Contact Phone:</b> _____
<b>Contact Email:</b> _____	<b>District Acct Code:</b> _____
<b>Description of Fundraising Activity</b> <i>(Information required for the request to be considered)</i>	
<b>Fundraising Activity:</b> _____	
<b>Activity Start/End Dates:</b> _____	<b>Estimated Proceeds:</b> \$ _____
<b>Purpose/Use of Funds Raised:</b> <i>(Must be specific)</i> _____	
_____	
_____	
_____	

<b>Administrator Approval:</b> I approve this request as necessary to provide funds for the purposes described above. Building Administrator Signature: _____ Date: _____
---

<b>Business Office and Board Review/Approval:</b> Business Office Review/Approval: _____ Date: _____ Board Review/Approval: _____ Date: _____
---

**Date Request Received:** \_\_\_\_\_ **Summary Due Date:** \_\_\_\_\_