



5/16/25 SD

## Fundraising Request Form

Exhibit 805.1

Code: 1005.4-E1

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 October 1 <sup>st</sup> thru December 31 <sup>st</sup>	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 <sup>st</sup> thru March 31 <sup>st</sup>	December meeting	
By February 15 <sup>th</sup> for fundraisers occurring from April 1 <sup>st</sup> thru May 31 <sup>st</sup>	March meeting	
By April 15 <sup>th</sup> for fundraisers occurring from June 1 <sup>st</sup> thru September 30 <sup>th</sup>	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 funds are raised.

Building Name: Aquatic Center Sponsoring Group: Girls SID  
Contact Name: Chris Fechner Contact Phone: 447-3041  
Contact Email: Chris.Fechner@linnmar.k12.ia.us District Account Code: 21.0109.1900.920.4871

Description of Fundraising Activity (All information is required for the request to be considered) Fundraising Activity:

Girls Developmental Swim Camp Activity

Start/End Dates: July 7-10 + Aug 4-7 Estimated Proceeds: \$2,500

Purpose/Use of Funds Raised (Must be specific):


Equipment, meals during the season, consultants (yoga & nutrition) transportation

### Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 5/14/25

**Business Office and Board Review/Approval:**

Business Office Review/Approval:  Date: \_\_\_\_\_

6/5/25 Board Review/Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Summary Due Date:** \_\_\_\_\_

Revised: 6/22; 7/22

6/4/25  
80

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**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 funds are raised.

Building Name: Linn-Mar High School Sponsoring Group: Girls Basketball  
 Contact Name: Chad Tompkins Contact Phone: (319) 730-1632  
 Contact Email: ctompkins@linnmar.k12.ia.us District Account Code: 21.0109.1900.920.6811

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: Poster donations

Activity Start/End Dates: Oct - Nov. 2025

Estimated Proceeds: \$250

Purpose/Use of Funds Raised (Must be specific): Donations will be used to purchase team posters.

#### Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 6/3/25

#### Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 6/4/25

Board Review/Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Summary Due Date: \_\_\_\_\_

Revised: 6/22; 7/22



6/4/25 SD

## Fundraising Request Form

Exhibit 805.3

Code: 1005.4-E1

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**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 funds are raised.

Building Name: Linn-Mar High School Sponsoring Group: Girls Basketball  
Contact Name: Chad Tompkins Contact Phone: (319) 730-1632  
Contact Email: ctompkins@linnmar.k12.ia.us District Account Code: 21-0109.1900.920.6811

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: Apparel Sales

Activity Start/End Dates: Oct - Nov. 2025

Estimated Proceeds: \$1,000

Purpose/Use of Funds Raised (Must be specific): Proceeds will be used to pay for an extra coaching contract along with payment for the use of Hudl for the 25-26 season.

### Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 6/3/25

### Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 6/4/25

Board Review/Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Summary Due Date: \_\_\_\_\_

Revised: 6/22; 7/22



6/4/25

## Fundraising Request Form

Code: 1005.4-E1

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**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 funds are raised.

Building Name: Linn-Mar High School Sponsoring Group: Girls Basketball  
 Contact Name: Chad Tompkins Contact Phone: (319) 730-1632  
 Contact Email: ctompkins@linnmar.k12.ia.us District Account Code: 21.0109.1900.920.6811

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: Youth camps

Activity Start/End Dates: June 2026 Estimated Proceeds: \$4,000

Purpose/Use of Funds Raised (Must be specific): Proceeds will be used to pay for an extra coaching contract along with payment for the program's use of Hudl for the 25-26 season

## Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: \_\_\_\_\_ Date: 6/3/25

## Business Office and Board Review/Approval:

Business Office Review/Approval: \_\_\_\_\_ Date: 6/4/25

Board Review/Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Summary Due Date: \_\_\_\_\_

Revised: 6/22; 7/22



5/28/25

## Fundraising Request Form

Exhibit 805.5

Code: 1005.4-E1

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First day of school for fundraisers occurring from October 1 <sup>st</sup> thru December 31 <sup>st</sup>	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
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**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 funds are raised.

Building Name: Indian Creek Elementary Sponsoring Group: AA Dept.

Contact Name: Lisa M. Harlicek Contact Phone: (319) 447-3295

Contact Email: lharlicek@linnmar.k12.ia.us District Account Code: 10.0418.1013.101  
8039.001999

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: T-Shirts

Activity Start/End Dates: Aug 2025 - Nov. 2025 Estimated Proceeds: \$800 -

Purpose/Use of Funds Raised (Must be specific): Used to purchase additional  
supplies for art projects due to budget  
restrictions

## Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 5/23/25

## Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 6/4/25

Board Review/Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Summary Due Date: \_\_\_\_\_

Revised: 6/22; 7/22



5/28/25

## Fundraising Request Form

Exhibit 805.6

Code: 1005.4-E1

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

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**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 funds are raised.

Building Name: Indian Creek Elementary Sponsoring Group: Art Dept.  
Contact Name: Lisa M. Hawlicek Contact Phone: (319) 447-3295  
Contact Email: Lhawlicek@linnmar.k12.ia.us District Account Code: 10.0418.1013.101.8039.001999

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: Artzonia  
Activity Start/End Dates: Oct 2025 - May 2026 Estimated Proceeds: \$400-\$600  
Purpose/Use of Funds Raised (Must be specific): Used to purchase additional supplies for art projects due to budget restrictions

**Administrator Approval:**

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: Amy Brown Date: 5/23/25

**Business Office and Board Review/Approval:**

Business Office Review/Approval: [Signature] Date: 6/4/25

Board Review/Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Summary Due Date: \_\_\_\_\_

Revised: 6/22; 7/22