



Fundraising Request Form

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 st thru December 31 st	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 st thru March 31 st	December meeting	
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	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: Excelsior Middle School Sponsoring Group: Athletics (TRACK)
 Contact Name: Joe Behmer Contact Phone: 319.447.3139
 Contact Email: joel.behmer@linnmar.k12.ia.us District Account Code: 21.0209.1900.950.7406.1790

Description of Fundraising Activity (All information is required for the request to be considered)
 Fundraising Activity: Kona Ice & Travelin' Toms
 Activity Start/End Dates: 5/4/26 & 5/12/26 Estimated Proceeds: 20% of SALES
 Purpose/Use of Funds Raised (Must be specific):
I was in contact with Mr. Jon Booms to have Kona Ice & T.T. sell their products during home track meets on 5/6/26 + 5/12/26

Administrator Approval:
 I approve that this request is necessary to provide funds for the purposes described above.
 Building Administrator's Signature: [Signature] Date: 6/11/26

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 6/16/26
 Board Review/Approval: _____ Date: _____

Summary Due Date: Kend 6/16/26