

2/18/26

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



Print

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	Fundraisers should NOT start until the day immediately following board approval.
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.

Building Name: LMHS Sponsoring Group: 9<sup>th</sup> gr. TAG 1 class (Per. 3)  
 Contact Name: Amanda Hajek Contact Phone: (319) 447-3119  
 Contact Email: amhajek@linnmar.k12 District Acct Code: 10.0109.1470.8090.001740

Description of Fundraising Activity (Information required for the request to be considered)  
 Fundraising Activity: Craft and Bake Sale "Fur a Good Paws"  
 Activity Start/End Dates: Feb. 24 - March 13 <sup>Some time between</sup> Estimated Proceeds: \$150-300 <sup>Donation</sup>

Purpose/Use of Funds Raised: (Must be specific) This project is part of a TAG 1 learning standard in which students design, implement, and evaluate a community service project. These students are passionate about animal welfare. All proceeds from the sale would go to Last Hope Animal Rescue, a local 501(c)(3) nonprofit that is 100% volunteer-run.

**Administrator Approval:**  
 I approve this request as necessary to provide funds for the purposes described above.  
 Building Administrator Signature: Zach W... Date: 2/13/26

**Business Office and Board Review/Approval:**  
 Business Office Review/Approval: [Signature] Date: 2/18/26  
 Board Review/Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Request Received: 2/18/26 Summary Due Date: April 24, 2026