

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. 6)  
 Contact Name: Amanda Hajek Contact Phone: (819) 447-3119  
 Contact Email: amhajek@linnmar.k12.ia.us District Acct Code: 10.0109.1470.80.90.001740

Description of Fundraising Activity (Information required for the request to be considered)

Fundraising Activity: Collecting monetary donations  
 Activity Start/End Dates: Feb. 24 - March 13 <sup>sometime between</sup> Estimated Proceeds: \$ 100 - 250 <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 chose to raise money to donate to Breakthrough T1D, a nonprofit dedicated to research, advocacy and support for individuals living with Type 1 diabetes.

Administrator Approval:

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

Building Administrator Signature: Zach Muf Date: 2/18/26

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