### FUND-RAISING REQUEST FORM

1. **(A) SCHOOL ORGANIZATION:** ___________________________________________ 1
2. **(B) ADVISOR'S NAME:** ___________________________________________ 2
3. **(C) TYPE OF FUND-RAISING ACTIVITY** (e.g., selling what; doing what) 3
   
   ___________________________________________ 4
4. **CHECK THE STUDENT INVOLVEMENT:**   _____  Selling door-to-door 5
5.   _____  Selling from one's home 6
6.   _____  Other:  _________ 7
7. **HOW MANY STUDENTS ARE INVOLVED:**   ____________________________ 8
8. **(D) USE(S) OF MONIES RAISED:** _________________________________________ 9
9.   ___________________________________________ 10
10.   ___________________________________________ 11
12. **(E) STARTING DATE:** _______________  ENDING DATE: ____________________ 12
13. **(F) ANTICIPATED TOTAL DOLLARS TO BE RAISED:**  ________________________ 13
14. **(G) COST TO THE CONSUMER** (Individually) If more than one item is being sold, list each item separately:  ___________________________________________ 14
15. **(H) ESTIMATED TOTAL SALES:**  $___________ 16
16. **PERCENTAGE RECEIVED BY THE SCHOOL ORGANIZATION:**  ____________ 17
17. **(I) ADMINISTRATOR'S SIGNATURE:**  _______________________  DATE: ________ 18
18. **(J) BOARD APPROVED:**  YES   NO  DATE: ____________________________ 19
20. **(K) REASON FOR DISAPPROVAL:**  _________________________________________ 20
21. **(L) DATE RECEIVED BY DIRECTOR OF FINANCIAL SERVICES:**  ____________ 21
22. **This completed form is to be submitted to the Director of Financial Services. All invoices are to be submitted with a completed Activity Fund Requisition when the fund-raiser is over.**

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ANY FUNDS GENERATED THROUGH FUND-RAISING MAY BE EXPENDED ONLY WITH THE APPROVAL OF THE ACTIVITIES COORDINATOR AND/OR THE BUILDING PRINCIPAL.