FUND-RAISING REQUEST FORM

(A) SCHOOL ORGANIZATION: _______________________________________________________________

(B) ADVISOR'S NAME: ______________________________________________________________________

(C) TYPE OF FUND-RAISING ACTIVITY (e.g., selling what; doing what)
__________________________________________________________________________________________

CHECK THE STUDENT INVOLVEMENT: _____ Selling door-to-door
_____ Selling from one's home
_____ Other: ______________________________________

HOW MANY STUDENTS ARE INVOLVED: _____________

(D) USE(S) OF MONIES RAISED: ______________________________________________________________
__________________________________________________________________________________________

(E) STARTING DATE: ____________________________     ENDING DATE: _____________________________

(F) ANTICIPATED TOTAL DOLLARS TO BE RAISED: _______________________________________________

(G) COST TO THE CONSUMER (Individually) If more than one item is being sold, list each item separately.
__________________________________________________________________________________________

(H) ESTIMATED TOTAL SALES: $ __________________________

(I) PERCENTAGE RECEIVED BY THE SCHOOL ORGANIZATION: ____________________________

(J) ADMINISTRATOR'S SIGNATURE: ____________________________ DATE: _________________________

(K) BOARD APPROVED: YES NO DATE: ____________________________

(L) REASON FOR DISAPPROVAL: _____________________________________________________________

(M) DATE RECEIVED BY DIRECTOR OF FINANCIAL SERVICES: ________________________________

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.

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

Reviewed 05/26/15, 11/25/19