**FUNDRAISING REQUEST FORM**

- Fundraising activities cannot take place without prior approval.
- Complete one form for each activity.
- Submit the completed form to your principal at least 2 weeks prior to the start of the activity.
- All athletic team requests must be submitted to the Athletic Department for review.
- Please note: This form is not for PTAs, Booster Clubs, etc. They should follow Building Use procedures.

Building: ____________________________ Team/Club/Class Name ____________________________

Advisor/Coach________________________ Signature________________________ Date_________

Date(s) of Fundraiser __________________________

Please answer the following questions:

1. What **kind** of Fundraiser is it? Please describe:

   __________________________________________________________________________

2. What is the **purpose** of this fundraiser?

   __________________________________________________________________________

3. **Where** will the fundraiser take place? (If in school follow Building Use procedures also.)

   __________________________________________________________________________

4. **When** will the fundraiser be run?

   __________________________________________________________________________

5. **Who** will supervise post activity clean-up if necessary?

   __________________________________________________________________________

Activity Approved ( ) Denied ( ) Explain __________________________________________

Principal/Designee Signature______________________________________________ Date_________

Athletic Director Signature______________________________________________ Date_________