

## **Request Form for Fundraisers/Club Activities – NOT ON-CAMPUS**

Organization: \_\_\_\_\_

Advisor/Coach/Contact: \_\_\_\_\_

Date of Fundraiser: From: \_\_\_\_\_ To: \_\_\_\_\_

IF FUNDRAISER IS AN EVENT: Start Time \_\_\_\_\_ End Time \_\_\_\_\_

1. What is the fundraiser?  
\_\_\_\_\_
2. IS THERE FOOD AND BEVERAGE INVOLVED? \_\_\_\_\_
3. What will the proceeds fund?  
\_\_\_\_\_
4. Who will you solicit? Students \_\_\_\_ Parents/Adults \_\_\_\_ School Staff \_\_\_\_  
Other \_\_\_\_\_
5. Where will the fundraiser be conducted? \_\_\_\_\_
6. When will the fundraiser be conducted? Before/After School \_\_\_\_\_ During School \_\_\_\_\_  
Weekends \_\_\_\_\_
7. Check if you will promote the fundraiser through any or all options listed:  
Daily Announcements \_\_\_\_\_ Social Media \_\_\_\_\_, write 2 to 3 sentences that will be used for the  
actual post.

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Approval Associate Principal's Signature