

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.

**ADVISOR SIGNATURE _____ - I AM AWARE OF THIS
FUNDRAISER. I HAVE READ THE CASH BOX/MONEY PROCEDURES MEMO AND THE
HEALTHY FUNDRAISING GUIDELINES**

Approval Associate Principal's Signature