

Request for Fundraising



Approval must be received prior to any fundraising activity

No baked goods, candy or soda is allowed to be sold during school hours.

Please remember to fill out an Facilities Use Request Form if your fundraiser will need a specific location on campus that requires set up/break down.

Date Submitted: _____

Name of Club/Sport Sponsoring Activity: _____

Activity: _____

Date of Activity: _____ or Duration of Activity: _____ to _____

Time of Activity: Before School ☐ Nutrition ☐ Lunch ☐ After School ☐

Check all that apply, if you have a designated time please write it here: _____

Please note, because of nutrition guidelines food items cannot be sold during the school day. Sales of food items on campus can begin 30 minutes after the school day ends.

What is being sold: _____

Selling Price of Items: \$ _____ Estimated Revenue: \$ _____

Brief Description of Activity: _____

What are funds to be used for: _____

Location of activity: _____

Name of responsible party (Advisor/Coach/Teacher/Booster Member): _____

Relationship to Organization: _____ Phone#: _____

Email: _____

Approved: _____ (Date)

Denied: _____ (Date) Why: _____

Signatures: _____

Administration

Activities Director

THIS FORM MUST BE SUBMITTED AT LEAST 21 DAYS BEFORE THE ACTIVITY