



Fundraiser Approval Form

This Fundraiser Form is meant to facilitate communication between groups of people within the school community. Board of Education Policy NO. 904.7 guide our school fundraising efforts to benefit students.

This form must be completed and turned into the *Building Principal, Athletic Director* or *Superintendent* two weeks in advance of the proposed fundraiser.

Group name: _____

Phone #: (____) ____ - _____

Email Address: _____

Fundraiser Purpose: _____ _____ _____
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Fundraiser activity (please describe): _____ _____ _____

Proposed fundraiser dates: From ___/___/___ to ___/___/___

Projected profit: _____ Projected costs of fundraising (% or amount) _____

Group Representative Signature: _____

Printed Name: _____

(Section Completed by District Administrator)

_____ *Approved* _____ *Not Approved*

Administrator Signature: _____ Date: ___/___/___

Please email signed copy to Greg Reynold.

(Section Completed by the same Group Representative within 2 weeks after fundraiser completion)

Fundraising Follow- Up Report

Profit from fundraiser: _____ Amount to the School: _____

Location funds deposited: _____

Signature: _____ Date: ___/___/___

1. Fill out the fundraiser permission form at least 2 weeks prior to fundraiser.
2. If principal, AD or superintendent approves, proceed with plan to carry out fundraiser.
3. The Administrator should forward a digital copy of the form to the Executive Assistant to the Superintendent.
4. At the conclusion of the fundraiser, fill out the bottom area and return to the principal, AD, or superintendent within 2 weeks following fundraiser completion.
5. The Administrator to forward a completed digital copy to the office of the Superintendent.