

FUND-RAISING ACTIVITY REQUEST FORM

NAME OF SCHOOL: _____
GRADE, CLASS OR GROUP REQUESTING: _____
NAME OF SPONSOR(S): _____
PURPOSE OF FUND-RAISING: _____
OF PREVIOUS FUND-RAISING ACTIVITIES BY THIS ORGANIZATION THIS YEAR: _____

All information which will be sent home in relation to this request must give notice that fund-raising activities which involve students in door-to-door solicitation shall be prohibited. Attach a copy of any letters which will be used to announce or explain this activity. Refer to Policy JL and or the Employee Handbook for additional information. Absolutely no fund-raising activities are to be announced or held until the principal and sponsor have received approval of this request from the Lead Director of Human Resources. **Allow a minimum of two weeks for processing.**

DESCRIPTION OF ACTIVITY: (EXPLAIN)

Date(s) of Activity: Beginning on: _____ **Ending on:** _____

If this activity involves an agreement between your organization and a company, a copy of the agreement must be submitted to the principal and attached to this request.

VENDOR(S): (if applicable) _____

SIGNATURE(S) OF SPONSOR(S): _____

DATE

PRINCIPAL'S RECOMMENDATION AND SIGNATURE:

APPROVED
 DISAPPROVED

DATE

SIGNATURE

SUPERINTENDENT'S RECOMMENDATION AND SIGNATURE:

APPROVED
 DISAPPROVED

DATE

SUPERINTENDENT OR DESIGNEE