

Request for Approval–Fundraising Event

All fundraisers must be approved by the Site Principal and District Office BEFORE the fundraiser begins. Class/Club/Sport seeking approval should allow time for review, suggested time: 1 week in advance.

Name of School event will take place (check location):

☐ CHS/CAHS ☐ EMS ☐ BPS ☐ Home School

Name of Club/Class/Sport having fundraiser: _____

Proposed Event and Description of Fundraiser: _____

Proceeds of this fundraiser are to be used for: _____

Date(s) & Time of Fundraiser: _____

Location of Fundraiser (be specific: CHS FB snack bar, BPS cafeteria, etc.):

Need a cash box? ☐ YES ☐ NO

If yes, how much do you need in change? ☐ \$100 ☐ \$150 ☐ \$200

****By signing below, I acknowledge that I have read and understand the following:**

- 1. School sites are not required to supply materials or supplies for this fundraiser.**
- 2. A Facility Request Form must be completed and submitted at the same time as this Fundraising Request Form if tables, chairs, ice chests, or the barbecue are needed.**

Contact Person for Club/Class/Sport: _____ Signature _____

Certified Staff Member Contact Person: _____ Signature _____

Site Principal Approval Signature: _____

District Office Use Only

District Office Approval Signature: _____

Date form was received in District Office: _____

Date Contact Person was notified of approval/denial: _____