

CCAA Activity/Fundraiser Request for Approval
For ___ Walerga campus or ___ Arutas campus or ___ both

***Request due at least 3 weeks prior to event for staff, 1 week for PTO** COMPLETE BOTH SIDES*

EVENT/Activity/Fundraiser TITLE: _____

If Fundraiser, FOR ESCROW ACCOUNT: _____

CHAIRPERSON(s): _____

Date(s) of event/activity/fundraiser: _____

Hours of event/activity/fundraiser: _____

Set up starting/ending at: _____

Clean up starting/ending at: _____

Location: _____

Brief description of activity, possible supplies and number of volunteers needed (please include setup and clean up as part of plan)

Reservation of campus facilities needed? **Yes/No**

If yes, include details of facilities and if custodial/kitchen support needed for extra fee:

Funds needed from PTO? **Yes/No**

If yes, include details of what is needed:

Square needed for credit card sales? **Yes/No**

*Note: PTO does not loan/fund a cash box, only square. Liability/damage to the square will be deducted from funds raised. If yes, who will be running the square. *User must have square training**

Items being sold with prices and quantities:

Approvals needed

Point of Contact (POC) name and phone number: _____

Staff/Advisor Name: _____

Staff/Advisor Signature: _____ Date _____

**By signing this, you are agreeing to supervise at event*

Administration Signature: _____ Date _____

Office Manager Signature: _____ Date _____

Mr. Murillo (Room B1) Signature: _____ Date _____

Mrs. Corben (Room A2) Signature: _____ Date _____

Flier created to promote the event? If yes, please attach/email Corben **Yes/No**

Flier needed to promote the event? If yes, please attach/email info/pictures to Corben **Yes/No**

***TURN IN TO MRS. CORBEN WITH ALL COMPLETED TO BE PLACED ON CALENDAR**

Notes/Conditions to be met before approval/Reasons for denial:

PTO Note: *This is a supplemental document. PTO requests that you still attend a PTO meeting to discuss your idea in case there are any follow up questions. If that is not possible, please contact a PTO board member (Mrs. Corben, Mrs. Gordon or Mrs. Van Gerpen can also help) to discuss.*

(rev. 12/6/2024)