

Request to Fundraise Form



Fundraising will only occur once an Approved Request to Fundraise Form is on file.

Sponsor Name: _____ Account: _____

Description of Fundraiser – Provide specific details about the fundraiser to include the following information (at minimum):

(1) Why is the fundraiser occurring:

(2) What items need to be purchased:

(3) Will items be donated? Yes _____ No _____ If yes, attach list of donated items.

(4) When will the fundraiser occur?

(5) Who will participate in the fundraising?

(6) How will funds/fundraising items be safeguarded?

(7) When will funds be collected?

(8) How will the funds raised be utilized?

(9) When will the funds raised be utilized?

Estimated Profit (Total Sales – Cost of Items = Profit)

Total Amount of Anticipated Sales	\$	_____
	Minus(-)	_____
Cost of Items to be Purchased	\$	_____
	Equals=	_____
Profit	\$	_____

Sponsor's Attestation:

I, _____, understand that I will be responsible for following all Student Activity Fund guidelines. I understand that I will be responsible to safeguard items purchased for fundraising purposes, I will be responsible for safeguarding funds collected and ensuring that all funds are turned into the bookkeeper on a daily basis.

Sponsor's Signature/Date: _____

Principal's Signature/Date: _____ Approved Disapproved

Business Services Signature/Date: _____ Approved Disapproved