

Fundraising Request Form

Event: _____

Event Coordinator: _____

Work Phone: _____ Home Phone: _____

Sponsoring Group: _____

Purpose: _____

What will funds be used for? _____

What other funding sources have been confirmed? _____

What funding options have you explored? _____

Have you considered the impact of this fundraiser on local businesses? ____ Yes ____ No

Explain if no: _____

What other groups or businesses (if any) are you collaborating with on this event? _____

Fundraising Procedures: _____

What are you selling? Is it a food/beverage item? Yes ____ or No ____

Will this food/beverage item(s) be sold to students and/or consumed before school, during school, or within 30 minutes of the end of the official school day? Yes ____ or No ____

Please contact FNS at wpsfns@willmar.k12.mn.us or at 320-231-8521 for review.

Time Frame for Fundraiser: Start Date _____ Conclusion Date _____

Administrative Signature _____ Date: _____

Please attach any written information that will be used with this event.

<i>Initialed By:</i> _____ <div style="text-align: center;"><i>Superintendent</i></div>	_____ <div style="text-align: center;"><i>Director Bus/Finance</i></div>
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Procedural Reminders

1. Clearly state purpose when carrying out fundraiser.
2. Identify who you represent.
3. Coach participants regarding etiquette while carrying out the fundraiser.
4. Report total amount raised to administrator at close of event.
5. Grades 9-12 students who go door-to-door should proceed in pairs.
6. Deposit funds to appropriate school account.
7. Carefully edit printed materials being distributed.
8. Ensure that PreK-8 students do not do door-to-door sales.