

### 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: \_\_\_\_\_

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.