

FUNDRAISING APPLICATION

SCHOOL _____ DATE _____

1. Requested by (organization, class, club, department, etc.):

2. Person(s) responsible for fundraiser:

3. Use of Proceeds: _____
4. *Description of Fundraising Event:
5. **Please attach additional information of the fundraiser with this application.*

Fundraising Schedule: Begin Date _____ End Date _____ Total # of Days _____
 Time of Day _____ Location _____

- Is this considered a major fundraising event?-estimated collection of \$5,000 or more (must have school principal/activity director and superintendent's signature)
Yes _____ No _____
- Is this is a minor fundraising event?-estimated collection of less than \$5,000 (must have school principal's signature)
Yes _____ No _____

Fundraising Goal (estimated amount of money to be collected): \$ _____
 Fundraising Expenses (estimated amount of merchandise/supplies/services): \$ _____

Description of Expenses:
 Other expenses (estimated amounts of other expenses that are not directly related to merchandize/service costs). \$ _____
 Fundraising Net (estimated amount to be raised) \$ _____
 The percentage (%) of proceeds which will go to the vendor(s) if used: _____%

Fundraising sponsor assurance: I have read and understand Board Policy 5129 Student Fundraising and Solicitation. I will comply with these regulations and will provide a required Fundraising Final Report Form to the accounting office no later than 30 calendar days after completion of the fundraiser.

Signature of Applicant _____ Date of Application _____

*Extracurricular fundraising events must have the activity director's signature.

Activities Director	Signature	Date	Approved?	Yes	No
School Principal	Signature	Date	Approved?	Yes	No
Superintendent	Signature	Date	Approved?	Yes	No