



# FUNDRAISING REQUEST FORM

**ONLY ATHLETICS AND CURRICULAR CLUBS MAY FUNDRAISE, NON-CURRICULAR CLUBS MAY NOT FUNDRAISE. ANY FUNDRAISER TAKING PLACE MUST HAVE PRIOR APPROVAL.**

ALL REQUESTS MUST BE SUBMITTED 3 WEEKS PRIOR TO THE FIRST DAY OF FUNDRAISING SALES.

**FOOD (INCLUDING CANDY) SALES ARE PROHIBITED DURING SCHOOL HOURS.**

APPROVAL IS ON A FIRST COME-FIRST SERVE BASIS; A FUNDRAISER CALENDAR HAS BEEN SHARED WITH ALL STAFF IN ORDER TO ALLOW GROUPS TO SEE FUNDRAISER ACTIVITIES THAT HAVE ALREADY BEEN APPROVED.

REQUEST FORM WILL BE RETURNED TO ORGANIZERS MAILBOX WITHIN 10 SCHOOL DAYS AFTER SUBMISSION.

PLEASE SUBMIT **COMPLETED** REQUEST TO JESSICA MILLIGAN IN THE ACTIVITIES OFFICE ROOM G1.

PLEASE NOTE: THERE MAY BE TIMES WHEN A REQUEST MAY BE DENIED. THIS DECISION IS BASED ON THE SCHOOL ACTIVITIES CALENDAR.

IF YOUR FUNDRAISER REQUIRES ANY TYPE OF SET UP, PLEASE COMPLETE AN ACTIVITY SET UP REQUEST.

GROUP/CLUB: \_\_\_\_\_ ADVISOR/COACH: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

FUNDRAISER DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE(S) OF FUNDRAISER (DATE & TIME): \_\_\_\_\_

# OF ITEMS BEING SOLD: \_\_\_\_\_ UNIT PRICE: \_\_\_\_\_ POTENTIAL PROFIT: \_\_\_\_\_

ADVISOR/COACH SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(1) DATES CONFIRMED ON FUNDRAISER CALENDAR \_\_\_\_\_  
JESSICA MILLIGAN DATE

(2) ASSISTANT PRINCIPAL APPROVAL \_\_\_\_\_  
HANNAH GEDDY DATE

(3) ASB REPRESENTATIVE APPROVAL \_\_\_\_\_  
ASB REPRESENTATIVE DATE

\*NO MONIES SHOULD BE REMOVED FOR REIMBURSEMENTS/EXPENSES TO ENSURE WE MAINTAIN ACCURATE ACCOUNTING.

\*ALL MONIES ARE DUE NO LATER THAN 3 SCHOOL DAYS AFTER FINAL SALES. YOU ARE ACCOUNTABLE FOR ALL MONIES COLLECTED.

APPROVED

DENIED