

APPENDIX B - Policy 511
District Sponsored Fundraiser Request Form
When Using ISD 279 Facilities to Host the Event

Date of request submission: _____

- This form should be submitted by June 15th of the year prior to the school year in which the event will take place.
- If this request is submitted during the same school year in which the date of the event will be held;
 - the event will be scheduled through the Facilities Scheduling office as space(s) are available.
 - the request should be submitted at least 30 days prior to the event date(s).
- To determine whether or not an activity is district or school sponsored, reference Policy and Procedure 510 – School Activities.

REQUESTOR DETAILS:

Name of person requesting fundraiser (event contact): _____

Contact Info: email: _____ phone: _____

EVENT DETAILS:

1. Date(s) of fundraiser: _____ Times: _____

2. Site of event: _____ site spaces: (i.e gym, café, auditorium, etc) _____

3. Type of fundraising event: (i.e. tournament, dinner, craft show, etc.) _____

4. Will the proceeds be deposited directly into a district account?

If YES, which account? (reference Administrative Procedure BA 5005, other)

If NO: Contact Facilities Scheduling to reserve facility spaces, 763-391-7121, communityedfac@district279.org, or go to the website.

7. Anticipated attendance: _____

8. Anticipated Event Expenses:

Supplies and Equipment: Supplies \$ _____ Equipment \$ _____

Staffing:

For fundraisers intended for school students, staff and parents only: Add'l Staffing \$ _____

For fundraisers generated by the school or district and intended for the general public:

* Building Supervision \$ _____ * Custodial OT \$ _____ Add'l Staffing \$ _____

Other: Other \$ _____ (please explain) _____

* For fundraisers generated by the district and intended for the general public, an estimated cost of \$16 per hour will be charged per hour for building supervision. Custodial OT fees will apply and vary depending on the size and nature of the event. Fees will be added at the time the facility request is submitted. Contact Facilities Scheduling if you would like custodial OT fee estimates.

RESPONSIBILITIES OF THE REQUESTOR:

- **Reserve space(s) in a district 279 facility:** In order to reserve a district facility for this event, please send a signed copy of this request form to ISD 279 Facilities Scheduling and also submit an online facility use request, <http://district279.org/community-education/community/facility-scheduling>.
- **Submit the funds raised and appropriate budget documents to the Business or Resource Manager within 5 business days after the event (reference administrative procedure).**

Signature of Principal or Site Administrator

Signature of Event Contact

Date

Date