

# Fund Raising Project Request

This form must be completed by the Organization Advisor, signed by the school's principal and submitted to the Superintendent's Office for Board consideration. Request must be submitted by noon the second Tuesday of the month.

Name of Organization: \_\_\_\_\_

Name of Organization's Advisor/Sponsor: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

List specific details of this project: (attach information)

Expected Amount of Funds to be Raised: \_\_\_\_\_

How will funds be used: \_\_\_\_\_

Inclusive dates of project: \_\_\_\_\_

Elementary and Middle School students are prohibited from selling items, soliciting contributions, pledges or orders for fund raising activities that are sponsored by the school or school related organizations.

Signature of Advisor/Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of CTAE or SPED Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Fund Raisers can be viewed on EBoard – SCBOE Meeting Agenda

[https://simbli.eboardsolutions.com/SB\\_Meetings/SB\\_MeetingListing.aspx?S=4145](https://simbli.eboardsolutions.com/SB_Meetings/SB_MeetingListing.aspx?S=4145)