

Procedure 511- Request for Fundraising Activity

Appendix A

Date: _____

Name of organization: _____

School: _____ Advisor: _____

Type of Fundraising Event: _____

- If the event is centered around the sale of an item, give the selling price of the item: _____

How much do you expect to gross? _____

What will your anticipated expenses amount to? _____

What do you expect to be your net profit? _____

- Proposed dates for the event: _____

- Describe when the fundraising event would be conducted:

_____ Before School If so, where: _____

_____ During School If so, where: _____

_____ After School If so, where: _____

- Approximately how many organization or class members will be involved in the fundraising event? (e.g. in the actual selling) _____

- Does this fundraising event involve door-to-door selling or solicitation? _____

- What commercial agency (if any) is cooperating in this venture? _____

Address: _____

- What do you intend to use this money for? (purpose or goal) _____

- What educational activity is to be supported? _____

- What do you expect students to learn from this? (objective)

- _____
- _____
- _____

- Describe how you will evaluate each of the objectives stated above:

- _____
- _____
- _____

- How do you expect to expend the fund? (attach proposed budget) _____

- **Approval:**

Signature of Advisor Date

Signature of Principal Date

Signature of Assistant Superintendent Date

Board Approved: _____