



SCRANTON SCHOOL DISTRICT
FUNDRAISING ACTIVITY
REQUEST FORM

DATE: _____

All groups (including sports activities) conducting school related fundraising activities must complete the proper request form and receive approval from the building principal, and/or Athletic Director (if sports related) prior to conducting any fundraising activity. The principal/athletic director will then submit all forms to the Director of Leadership and Accountability for approval. **No fundraising activity is to be conducted without the administrator's prior approval.** Forms must be completed and submitted or future requests will not be considered. Financial statements must be completed upon completion of activity.

Club/Organization _____

Advisor/Sponsor _____

Check one: Existing Activity _____ New Activity _____

Purpose for conducting fundraiser _____

Items to be sold _____

Proposed dates for conducting fundraiser Start Date: _____

Complete Date: _____

Name of account where funds will be deposited _____

Advisor/Sponsor Signature

Date

Principal _____

Director of Leadership & Accountability _____

Approved _____ Denied _____