

# Riverdale School District Fundraiser Planning Form

**Purpose:** To coordinate fundraising efforts among all constituents and reduce the possibility of both calendar and resource conflicts in the District.

**Impacted Groups:** Foundation      GS PTC      HS PTC  
GS Principal      HS Principal      Superintendent

**Policy:** Each School/PTC (as one) is allowed one formal fundraiser each year.

**Definition:** A formal fundraiser is defined as one that involves direct contact that includes knock on door, phone call, personal letter or email (non-personalized group email or group fliers are okay).

- *New events require a detailed description of the event in addition to this form. Previously held events require only this completed form.*
- *This completed form (and attachment if necessary) must be delivered to the District Office for final approval/denial--15 school days prior to announcing the event. It must include all signatures.*

Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_

Event Coordinator(s) Name(s): \_\_\_\_\_

Contact Info (home, work, cell numbers and email): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Purpose of Fundraiser: \_\_\_\_\_

Key Resources (e.g. individuals, companies, etc. expected to provide significant donations of money or materials):

**REQUIRED APPROVAL TO PROCEED WITH THIS REQUEST:**

\_\_\_\_\_ Building Principal      Yes       No       Date: \_\_\_\_\_

If approved above, then obtain signatures from the following three groups:

\_\_\_\_\_ GS PTC President      Yes       No       Date: \_\_\_\_\_

\_\_\_\_\_ HS PTC President      Yes       No       Date: \_\_\_\_\_

\_\_\_\_\_ Foundation President      Yes       No       Date: \_\_\_\_\_

**Notes:** If any signer has comments, please write on the reverse side of this form and initial.  
If there is a need for school facility use for this event, then a separate request for Use of Facility must be completed.

**FINAL APPROVAL / DENIAL**

\_\_\_\_\_ Principal                  Date: \_\_\_\_\_

\_\_\_\_\_ Superintendent                  Date: \_\_\_\_\_

COMMENTS:

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*GS PTC President*

*Initials: \_\_\_\_\_*

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*HS PTC President*

*Initials: \_\_\_\_\_*

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*Foundation President*

*Initials: \_\_\_\_\_*

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Applicant notified of outcome on: \_\_\_\_\_ by: \_\_\_\_\_

If appropriate, Fundraiser Event added to District Calendar on: \_\_\_\_\_ by: \_\_\_\_\_