

Chisago Lakes Schools Fundraising Request Form 511A

In compliance with school district Policy 511, this form must be completed for approval by district administration.

Use of This Form

1. If an organization wishes to have a fundraiser on school property or use school staff or students, this form must be completed.
2. This form must be kept on file by building administration and the District Office.

Organization Information:

<i>Organization:</i>	<i>Phone Number:</i>	<i>Federal ID #:</i>
<i>Contact Name:</i>	<i>Phone Number:</i>	<i>State ID #:</i>
<i>Address:</i>	<i>City, State</i>	<i>Zip</i>

Description of Fundraising activity:

Need for fundraising activity:

Dates of fundraising activity:

We are aware of the Fundraising Policy 511 and the procedures and criteria.

Signature of Responsible Authority: _____

Print Name: _____ *Date:* _____

This activity/gift/donation meets all requirements of Policy 511. The donor/Organization has agreed to the provisions of Paragraph H of Policy 511.

Approved Disapproved _____ *Date:* _____

Principal/Activities Director//CE Director

Approved Disapproved _____ *Date:* _____

Superintendent

Reason (if disapproved): _____

**Chisago Lakes Schools
Organization Funding Request Form 511B**

In compliance with school district Policy 511, all employees are required to complete this form before soliciting gifts from any civic organizations.

STAFF MEMBER NAME: _____ **DATE:** _____

REPRESENTING: _____

REQUEST TO (*Name of Civic Organization*): _____

AMOUNT OF REQUEST (*Detail how funds are to be used*): _____

RECOMMENDATION:

Approved Disapproved _____ Date: _____
Principal/Activities Director//CE Director

Approved Disapproved _____ Date: _____
Superintendent

Reason (*if disapproved*): _____