

# Elementary Fundraiser Request Form

Name of club/organization: \_\_\_\_\_

Adult Contact: \_\_\_\_\_

Student leader(s): \_\_\_\_\_

## Fundraiser Information

- Location: \_\_\_\_\_
- Date(s) and Time(s): \_\_\_\_\_
- Detailed description of fundraiser:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this is a food sale, you must have the food service Assistant Director's approval.

\_\_\_\_\_ (Beth Cox) \_\_\_\_\_ (Date)

- Keep receipts from expenditures. These will be used to calculate your reimbursement from fund raiser proceeds.
- All income from the fundraiser must be submitted to the Principal's secretary immediately after the event for deposit to the correct account.

Club/Organization Advisor: \_\_\_\_\_

Director of Fundraisers: \_\_\_\_\_

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