



# Madison School District School-Sponsored Student Fee or Fundraising Activity Approval Form (5830 F1)

Conducting activities that require a student fee or facilitating a fundraiser within the Madison School District is governed by Board Policy 5830. This form must be completed and submitted to the principal for approval prior to the start of any activity.

*Please do not move forward with your activity until you receive approval from the building principal and superintendent.*

## STUDENT FEE OR FUNDRAISING ACTIVITY REQUEST

NAME OF GROUP/ORGANIZATION/CLASS: \_\_\_\_\_ BUILDING: \_\_\_\_\_

Advisor/Representative: \_\_\_\_\_

### TYPE OF STUDENT FEE OR FUNDRAISER:

### DESCRIBE YOUR ACTIVITY:

- To enhance student learning
- To benefit the school
- To benefit a school organization (PATT, MYAC, etc.)
- Team, club, class, program, etc.
- Passive (Box Tops, Book Fair, etc.)
- Other

### SUPERVISING/RESPONSIBLE PARTIES

*Name of administrator, staff or other district employee who will supervise and be responsible for the activity in all aspects.*

Activity Supervisor: \_\_\_\_\_ District Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### START AND END DATES FOR COLLECTING FUNDS

Start: \_\_\_\_\_

End: \_\_\_\_\_

### START AND END DATES FOR ACTUAL EVENT

Start: \_\_\_\_\_

End: \_\_\_\_\_

### FINANCIAL ESTIMATES

Gross amount of money to be collected: \$ \_\_\_\_\_

Expenses for merchandise/services to be sold: \$ ( \_\_\_\_\_ )

Other anticipated expenses:  
Describe: \$ ( \_\_\_\_\_ )

Expected net funds collected: \$ \_\_\_\_\_

### AGREEMENT

*As the named supervising/responsible party, I have read and understand the District's policy (Policy 5830) and will carry out this activity according to said policy as well as to all associated accounting requirements.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Superintendent's Signature: \_\_\_\_\_

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