



# Request for Approval of Fundraiser

Submit completed form to the Business Manager

Date Submitted \_\_\_\_\_ Program Area \_\_\_\_\_

Person in Charge of Fundraiser \_\_\_\_\_

Describe below the type of fundraising event. Give pertinent information regarding the total dollar amount goal and the use of those funds.

Fundraising Activity (Candy sale, Pizza sales, etc):

If you are buying the product before selling, where will the product be stored?

\_\_\_\_\_ is this a locked area? \_\_\_\_\_

Dates of Fundraiser From \_\_\_\_\_ To \_\_\_\_\_

Vendor You Are Working With \_\_\_\_\_

Does vendor require that a contract be signed? \_\_\_\_\_ IF YES, PLEASE ATTACH THE CONTRACT.

Total dollar amount of anticipated profit from sale: \$ \_\_\_\_\_

Unit Cost of item \$ \_\_\_\_\_/each Selling Price of item \$ \_\_\_\_\_/each

Describe below how profit will be used. If used for student awards/scholarships, provide details as to criteria of recipients:

A signed copy of this request will be returned to the person in charge of the fundraiser.

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

Reason(s) \_\_\_\_\_

Administrative Approval \_\_\_\_\_ Date: \_\_\_\_\_

Copy to program instructor and Business Mgr.