



# Public Schools of the Tarrytowns

## Request for Fundraiser

Name of Organization: \_\_\_\_\_

Advisor(s) Name: \_\_\_\_\_

Contact Information (email and phone #): \_\_\_\_\_

Today's Date: \_\_\_\_\_ Requested Date(s) for Fundraiser: \_\_\_\_\_

Purpose of Fundraiser:

Description of Fundraiser:

Anticipated Costs of Fundraiser (be specific - include cost of custodial overtime, police coverage if required):

Costs to participants to event (i.e. advanced ticket sales or at door, minimum amount required to raise?)

### Checklist:

\_\_\_\_\_ Checked facilities calendar and entered all info (including if you require tables, chairs, mics etc.)

\_\_\_\_\_ Entered all custodial requests on "School Dude"

\_\_\_\_\_ Secured chaperones as necessary (check with administration)

\_\_\_\_\_ Cash boxes/Change

\_\_\_\_\_ Promotion - flyers, include in a mailing etc. (all promotional materials must be approved by administration)

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Signature of Advisor/Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Administrator Signature

\_\_\_\_\_  
Date

\*Signature indicates approval