



ELCO HIGH SCHOOL

REQUEST FOR ACTIVITY/FUNDRAISER

This form must be submitted TWO WEEKS in advance of the requested activity.

Organization: _____

Proposed Activity Name: _____

Purpose of Activity _____ Fundraiser? YES NO

Start Date _____ Time _____ a.m./p.m.

End Date _____ Time _____ a.m./p.m.

Location _____ (Complete "Use of Facilities" request through ELCO website under Departments>Buildings and Grounds>Facility Use Request if the event is on ELCO School District property. Please request any equipment or custodial services needed.)

Admission to be charged? YES NO If yes, indicate amount: \$ _____

For all dances, a list of approved chaperones (minimum of six) must be submitted to the Assistant Principal by the Monday before the dance or dance will be cancelled.

Item or material to be sold: _____

Vendor: _____ Purchase price: \$ _____ Requested selling price: \$ _____

Will the organization purchase the item upfront and then resell it? YES NO

If yes, sales tax needs to be collected and paid to the state

Contact Information for Organization Representative Responsible for the Event:

Name _____

Home Phone _____ Cell Phone _____

Address _____

E-mail Address _____

If permission is granted, we guarantee to make all necessary arrangements, return borrowed equipment, and clean immediately following the activity. Faculty advisor(s) assumes total responsibility for the conduct of attendees and the enforcement of rules and regulations relative to use of school facilities.

Advisor's or Contact's Signature

Date Submitted

*** Please remember to submit an activity summary sheet within 5 days of the completion of your activity/fundraiser.**

Approved Denied Comments: _____

Assistant Principal's Signature _____ Date _____