



Manville School District

908.231.8500

1100 Brooks Blvd., Manville, NJ 08835 • www.manvilleschools.org

DATE OF FORM REQUEST: _____

ORGANIZATION/STUDENT CLUB : _____

ADVISOR(S): _____

TITLE & DESCRIPTION OF ACTIVITY:

LOCATION(S) of ACTIVITY: _____

ACTIVITY DATE(S): _____

INTENDED USE OF PROCEEDS: _____

Please note that any fundraiser that will be held off school grounds or online must be approved by the BOE in advance
PLANNING AHEAD:

- Student Permission Form Needed
- rSchool Facilities Request Submitted
(Approved Requests will be added to the calendar)
- Equipment/Technology/Setup Requested
- [District Social Medial Request Form](#) Submitted (Use this form if you would like your announcement to go out to the entire district. All building-based announcements should follow building procedures.
- If you are required to sign a contract as a condition of the fundraiser, attach a copy of the proposed contract. **DO NOT SIGN ANY CONTRACT** prior to receiving the approval.
- The Advisor/or Coach is responsible for maintaining accurate financial records with supporting documentation (receipts, profit & loss statements, deposits, withdrawals). Deposits of acquired funds must be brought to the Main Office within 48 hours of the conclusion of the event.

Signature of Advisor, Coach, Teacher: _____ Date: _____

Principal Signature : _____ Date: _____

Superintendent Signature : _____ Date: _____

Every Child, Every Day