



Manville School District

908.231.8500

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

FUNDRAISER REQUEST FORM

SCHOOL: _____

DATE OF FORM REQUEST: _____

ORGANIZATION/STUDENT CLUB _____

ADVISOR(S): _____

TITLE & DESCRIPTION OF ACTIVITY: _____

LOCATION(S) OF ACTIVITY: _____

ACTIVITY DATE(S): _____

INTENDED USE OF PROCEEDS: _____

PLANNING AHEAD:

- Student Permission Form Needed
- rSchool Facilities Request Submitted
 - Make sure to request Equipment/Technology/Setup if needed.
 - Approved Requests will be added to the calendar.
- [District Social Media 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, including supporting documentation (receipts, profit and loss statements, deposits, and withdrawals). Deposits of acquired funds must be brought to the Main Office within 48 hours of the event's conclusion.

***Please note that all athletic fundraisers must be approved by the Athletic Director prior to the Principal and Superintendent's approval.**

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

Athletic Director Signature (If applicable): _____ Date: _____

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

OFFICE USE ONLY

The Principal and/or Athletic Director reviewed and approved all logos, district colors, fonts (as outlined in our Branding Guidelines), flyers, and other materials associated with this fundraiser.

☐ Principal - Reviewed and Approved

☐ Athletic Director - Reviewed and Approved

Principal / Athletic Director Signature: _____ Date: _____

Every Child, Every Day