SNOHOMISH SCHOOL DISTRICT NO. 201
FUND RAISING REQUEST FOR APPROVAL

☐ **ASB** Board Policy 3530 & 3530P ☐ **Charitable** Board Policy 3531 & 3531P ☐ **General** Board Policy 6102 & 6102P ☐ **Parent/Booster/PTA/PTO**

BASIC INFORMATION (Complete all appropriate blanks)

School Name:		Request Date:	
Club/Organization Name:			
Advisor/Chairperson Name:			
Contact Phone #/Email			
Activity Start Date		Activity End Date:	
Activity Description:			
Activity Purpose:			
Location of Event:			

FUNDING AND STAFFING INFORMATION (Complete all appropriate blanks)

Charity Name: _____

Address: _____

_____

Tax ID#: _____

*If applicable

Estimated Gross Income:	
Estimated Total Expenses:	
Estimated Net Profit:	

Number of Students Involved: _____

Number of Parents Involved: _____

Number of Staff Involved: _____

BUILDING USE ONLY (Obtain all appropriate signatures)

Student Representative Signature: _____

Adult Representative Signature: _____

Principal Signature: _____

Date:_____ ☐ **Approved** ☐ **Not Approved**

DISTRICT USE ONLY (Parent Club activity, Out-of-school activity, or District/General Fund fundraising activity)

Superintendent/Designee's Approval: _____ Date: _____

☐ **Approved** ☐ **Not Approved**

INFORMATION

1. The activity planner should complete the first three sections of this form and sign the appropriate blank.
2. Students only need sign if this is an ASB sponsored activity.
3. Student fund raising activities for scholarships or charitable purposes must be approved in advance by a properly constituted group. Minutes must be attached supporting this activity.
4. The principal signature indicates that all appropriate information has been included.
5. Following action by the superintendent or designee, if applicable, a copy of the form will be returned to the originating building.
6. All of the above steps are to take place prior to any fund raising activities.