



FUNDRAISING REQUEST FORM

School: _____ Organization or Department: _____

Today's Date: _____ Date/Time of Event: _____ Sponsor: _____

1. Fundraiser Details _____

2. Anticipated Goal: \$ _____
a. Plan if goal is not met: _____
b. Plan if goal is exceeded: _____

3. Is this a crowdfunding request? Yes No (If no, skip to #4)
If yes, please provide all pertinent information on this form as well as the following:
a. Name of platform: _____
b. Amount(s) to be charged by the platform: \$ _____
(Admin fees, labor, shipping, stocking fees, etc.)
c. How will donors be acknowledged? _____
d. Skip to #7.

4. Type of sale (indicate product and that part of city to be canvassed)
a. What type of item is being sold? _____
b. Will food or drink be sold or given away at the event/activity/fundraiser during the school day or within Federal Guidelines for Food Service? Yes No
c. If yes, have you filled out and attached the Food Approval Form? Yes No
(see Page 2)

5. Supplier: _____
Will product be purchased locally? Yes No
If not, explain: _____

6. Plan for disposing of excess product: _____

7. Accounting procedure (Where will funds be deposited?) _____

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Reason:	
Principal:	Date:

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Reason:	
Executive Director:	Date:

PLAYGROUND APPROVAL:

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved			
Reason:				
<input type="checkbox"/> Principal	<input type="checkbox"/> Facilities Supervisor	<input type="checkbox"/> Executive Director	<input type="checkbox"/> GFPS Foundation Director	<input type="checkbox"/> Director of Business Operations

Distribution: *White: School*
DW-215 (REV 3/2026)

Pink: Executive Director's Office

