Fundraiser Notification Form

Submit at least 21 days before the planned start date

Required: Must be approved by the Booster Club President and Athletic Director before announcing or starting any fundraiser.

SUBMITTER INFORMATION

Sport Program: _____

Sport Representative Name: _____

Date Submitted: _____

FUNDRAISER DETAILS

Fundraiser Name: _____

Type (Product Sale, Event, Food Sale, Online Campaign, Other):
_____

Start Date: _____

End Date: _____

Location (if applicable): _____

Organized By (Sport Booster Group, Executive Booster Club, or Joint):
_____

Brief Description of Fundraiser: _____

LOCATION & SPACE REQUIREMENTS

Where will this fundraiser take place?: _____

On or Off School Property?: _____

Does this require access to a specific school space? (gym, parking lot, cafeteria, fields, etc.):
_____

Space Access Dates / Times Needed: _____

Space Request Submitted to Athletic Director? (Yes / No / N/A): _____

Any Setup, Teardown, or Facility Needs?: _____

EQUIPMENT & SUPPLIES NEEDED

List any equipment or supplies needed:
_____

Will any school-owned equipment be used? If yes, list items:
_____

Who is responsible for returning it?: _____

Will supplies need to be purchased? Estimated cost and who will purchase:

_____

Sport Representative Signature: _____

Date: _____

FOR OFFICE USE ONLY

Completed by the Executive Board President and Athletic Director only.

Executive President Signature: _____

Date: _____

Decision: ☐ Approved ☐ Approved with Conditions ☐ Denied

Notes / Conditions: _____