

# Fundraiser Request Form

Name of Fundraiser: \_\_\_\_\_

Date(s) and Time Fundraiser will be held: \_\_\_\_\_

Location of Fundraiser: \_\_\_\_\_

Class/Committee/Field Trip to Benefit from Fundraiser: \_\_\_\_\_

Person in Charge of Fundraiser: \_\_\_\_\_

Contact Info. of Person in Charge (phone number or e-mail): \_\_\_\_\_

Number of Adult Volunteers Needed: \_\_\_\_\_

Synopsis of Fundraiser (include role of students if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expenses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Donated Items or School Materials Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Gross Earnings from Fundraiser: \_\_\_\_\_

Name of Person Requesting Fundraiser: \_\_\_\_\_

Faculty Sponsor Signature: \_\_\_\_\_

How will you advertise this Fundraiser?: \_\_\_\_\_

\_\_\_\_\_

Date Requested: \_\_\_\_\_

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Note: This form needs to be signed/approved at least one month before the start of your Fundraiser. Please put in Fundraising box in Office.

Approved/Denied (see back for details)

Fundraising Committee Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_