



Fundraiser Request Form

- Any group, club, athletic team, department, sponsor, teacher, school, or corporation support group must fill out a fundraiser request form for all public requests for items and funds.
- After completing this form, please obtain the building principal's signature and send to the Administrative Assistant to the Superintendent.
- All Board Policies and Guidelines can be found on Board Docs and must be followed.
- Upon approval by the Superintendent, a copy will be emailed back to the Sponsor.
- When the fundraiser is complete, please fill out the Fundraiser Follow-Up Form.

School: _____ Date: _____

Name of Group: _____

Name of Fundraiser: _____

Description of Fundraiser: _____

Proceeds to be used for (be specific): _____

Where it will take place: _____

Dates fundraiser is taking place: _____ to _____

Sponsor's Name: _____

Sponsor's Signature: _____ Date: _____

Approved By: _____

Name of Principal: _____

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____