

STUDENT FUNDRAISING ACTIVITY REQUEST FORM

This request form for each proposed fundraising activity shall be submitted to the Principal and approved by the Fundraising Committee before any commitments are made to sales representatives, contracts are signed and advertising has begun. THE COMMITTEE SHOULD RECEIVE THE REQUEST NO LATER THAN 60 DAYS PRIOR TO EVENT DATE. IF YOUR FUNDRAISER IS NOT APPROVED PRIOR TO THE EVENT THE ADVISOR ASSUMES ALL PERSONAL LIABILITY.

ORGANIZATION/CLUB: _____ SCHOOL: _____

ADVISOR (or Representative): _____

NAME OF FUNDRAISER: _____

DATES REQUESTED FOR FUNDRAISER (not more than 21 days): _____

WHAT KIND OF FUNDRAISING (e.g. cash contribution, pledge, sale of product or service, etc): _____

LOCATION OF FUNDRAISER: _____

COMPANY: _____

INCLUDE A COPY OF THE SALES BROCHURE AND TERMS & CONDITIONS PROVIDED BY THE COMPANY. IF FUNDRAISER IS CLUB SPONSORED EVENT (I.E. DANCE, DONATION JAR, ETC. ATTACH THE ADVERTISING FLYER.

PURPOSE/NEED FOR THE FUND-RAISING PROJECT: _____

ALL TECHNOLOGY RELATED PURCHASES MUST BE APPROVED BY TECHNOLOGY DIRECTOR VIA EMAIL AND MUST BE ATTACHED TO REQUEST.

AMOUNT OF ANTICIPATED PROFIT: _____

APPROXIMATE NUMBER OF STUDENTS SELLING: _____ Person managing the funds: _____

How will students be supervised? _____

How does the company handle returns? _____

What will the group do with unsold or non-returnable items? _____

PRINCIPAL'S APPROVAL: _____ DATE: _____

FOOD SERVICE APPROVAL IF FOOD IS BEING SOLD DURING SCHOOL HOURS _____ DATE _____

REACTION OF M.S.D. OF MARTINSVILLE FUND RAISING COMMITTEE: () APPROVED () DISAPPROVED

COMMENTS: _____

SIGNATURES OF COMMITTEE MEMBERS: _____ DATE _____
