

# **REQUEST FOR FUND RAISER**

The purpose of this form is to request to conduct a fund raising activity to provide funds necessary to successfully operate an authorized club or student activity. It also provides the administration and Board of Education with information on the success of the project and that the various organizations are functioning in accordance with adopted Board policies.

ORGANIZATION \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

PROPOSED PROJECT \_\_\_\_\_

COMPANY INVOLVED \_\_\_\_\_

Quantity to be ordered: \_\_\_\_\_

Cost per unit: \_\_\_\_\_

Proposed sale price per unit: \_\_\_\_\_

Dates of project: \_\_\_\_\_

Requested by: \_\_\_\_\_  
(organization)

Approved by: \_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Advisor's signature)

\_\_\_\_\_  
(Superintendent)

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This section is to be completed when the project is completed and returned to the principal. This should be accomplished within two weeks of the completion of the project.

	<b><u>Quantity sold</u></b>	<b><u>Sales Price per Unit</u></b>	<b><u>Total Sales</u></b>		
	_____	_____	_____		
	_____	_____	_____		
	_____	_____	_____		
	_____	_____	_____		
	_____	_____	_____		
	_____	_____	_____		
	_____	_____	_____		

Profit from Sales: \_\_\_\_\_

\_\_\_\_\_  
(Advisor Signature & Date)

\_\_\_\_\_  
(Principal Signature & Date)

\_\_\_\_\_  
(Treasurer Signature & Date)

\_\_\_\_\_  
(Superintendent Signature & Date)