

Request for Fund Raising Activity

Note: To be submitted to the building administrator for prior approval. Copy to be submitted to the superintendent if approved by the building administrator.

1. **Name of organization requesting approval to solicit funds:**

2. **Description of fund raising activity:**

3. **Purpose for which funds will be used:**

4. **Project Goal: (Dollar Amount)** _____

5. **If necessary funds are not raised, what will happen to the funds on hand?**

6. **Beginning Date:** _____ **Ending Date:** _____

7. **Funds will be deposited in:** _____

8. **Name of fund raising sponsor:** _____

Office Use

Project Approved: Yes No

Building Administrator: _____

Date: _____

Superintendent Notified: _____

Date: _____