

Appendix A - Procedure 511

REQUEST FOR FUNDRAISING ACTIVITY
Co-curricular or Extracurricular Activity

Date: _____

1. Name of organization _____
2. School _____ Advisor _____
3. Type of fundraising event _____
4. If event is centered around the sale of some special item (e.g. book of tickets), give the selling price of the item.

5. How much money do you expect to gross? _____
6. What will your expense amount to? _____
7. What do you expect to be your net profit? _____
8. Proposed dates for the event _____
9. Describe when the fundraising event would be conducted:
_____ Before school, if so, where _____
_____ During school, if so, where and when _____
10. Approximately how many organization or class members will be involved in the fundraising event (e.g. in the actual selling)

11. Does this fundraising event involve door-to-door selling or solicitation? _____
12. What commercial agency (if any) is cooperating in this venture?
_____ Address _____
13. Why do you want to raise the money? (purpose or goal) _____

14. What educational activity is to be supported? _____

15. What do you expect students to learn from this? (objective)

A. _____

B. _____

C. _____

16. Describe how you will evaluate each of the objectives stated above.

A. _____

B. _____

C. _____

17. How do you expect to expend the fund? (attached proposed budget)

18. Approval:

A. _____	_____
Signature of Advisor	Date

B. _____	_____
Signature of Principal	Date

C. _____	_____
Signature of Elementary/Secondary Assistant Superintendent	Date