

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? (name and 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 Assistant Superintendent Date