

FUNDRAISING APPROVAL REQUEST FORM

Instructions: Complete this form to request approval from your Administrator to hold a fundraiser.

Employee and Group Information:

- 1) Employee Requesting Fundraiser: Molly Parleck
- 2) Group, class, or activity fundraiser is to benefit: 6th Grade
(ie, who is fundraiser for?)

Fundraiser Information: Please answer the following questions regarding this fundraising request.

- 1) What is purpose of fundraiser?: To raise funds for the 6th Grade Class Trip
(ie, why are you requesting fundraiser)
- 2) What is the goal amount to raise from this fundraiser?: \$2,000 - \$3,000
- 3) What dates do you plan to run fundraiser?: 11/04/26 to 11/04/26
(mm/dd/yy) (mm/dd/yy)
- 4) What type of fundraiser do you or your group plan to run?:
- A) Commission Based Fundraiser: (ie, selling or purchasing product for a commission through a vendor)
- (a) Name of Vendor purchasing product from: Scholastic
- (i) Provide Commission Retained: Vendor: 0.00% (%) Fundraiser: 0.00% (%)
- (b) What types of products will be sold?: Books, posters, trinkets
- (c) Who will be selling product?: Staff and parents
- (d) Where or how will product be sold?: At FES Book Fair
- (e) Will product be purchased in advance for resale by students?: Yes
- If yes, provide the following:
- (i) Who will maintain inventory of the product: _____
- (ii) Where will inventory be stored: _____
- (f) Will students be collecting cash, checks?: Yes NO
- B) Event Based Fundraiser: (Examples: Dance, Carnival, Volunteer Services (car wash, raking, etc))
- (a) What type of event?: _____
- (b) Where will event be held?: _____
- (c) Will tickets be presold?: Yes
- (d) Will refunds be given?: Yes
- (e) Who will be selling tickets?: _____
- (d) Will students be collecting cash, checks?: Yes
- C) Other (provide details)
- _____

Approval Section: Please sign, date then send form to your Administrator for review and approval.

Employee Signature: Molly Parleck Date: 9-23-26

Administrator Approval Signature: _____ Date: _____

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Reference:

1. All fundraisering requires Administrator approval prior to starting.
 2. Any agreement with a vendor must have the Superintendent's signature.
 3. ISD 361 is not responsible for fundraising activities that incur a loss.
 4. NSF checks will be taken from the fundraising groups proceeds / losses.
 5. Fundraising which includes ordering product for resale (or out of inventory) will not be allowed.
 6. Product will not be ordered without payment in full prior to ordering.
 7. All cash collected is to be turned in the following day. Do not hold cash in your desks, person or in classroom.
 8. All cash collected is to be documented including the student, the amount of cash and checks and date.
 9. All checks are to be initialed with the person collected the checks or with the groups name noted.
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