

J. Sterling Morton High School
Athletics/Student Activities
Fundraiser Request Form

- * Clubs are limited to 2 fundraisers per semester
- * Sports teams are limited to 1 fundraiser per semester

Date submitted: 9-9-25
Sports/Club: NHS

Person(s) in charge: Courtney Bay

Description of fundraiser: students will sell lollipops

How will fundraiser benefit the students of sports team/club? raise money for graduation

Purpose of sale: (Why is sport/club requesting fundraiser?)

raise money for cards for graduation

Campus to be held at: EAST _____
ALTERNATIVE SCHOOL _____

WEST X
FRESHMAN CENTER _____

Will your sport/club be selling goods?

YES NO

Goods to be sold: lollipops

Will your sports/club be soliciting donations from outside the school?
If yes, from what sources?

YES

NO

* Dates requested: 1st Choice: 10/13/25 to 10/13/25 2nd choice: 10/20/25 to 10/20/25

Times to be held: Before School X After School X Cafe Hours X

Location of Fundraiser: E-hall

* Note: A "Use of Facility" form must also be filed for building purposes. Begin the process with the AD/DAS- please attach.

Special Needs (i.e. maintenance request for tables, etc.) _____

Initial school/club/sport investment \$ 555

Anticipated income \$ 2040

Use of vendor: YES NO

If yes, list vendor Ozark delight

Purchase Order attached: YES _____

NO X

If no, please explain: will be reimbursed

Note: Items cannot be requisitioned from a vendor until this request has been approved. A copy of this form will be turned in to the originator upon approval or denial. Turn in your purchase order form with your request to the AD/DSA. If it is not attached, please give an explanation.

Remember, You may not go forward with any fundraising effort, in any way, until this form is approved by the AD/DSA and returned to the coach/advisor.

* See back of form for additional information.

For Athletics and/or Student Activities Office Only

____ Level I Fundraiser (profit is less than \$1000)

✓ Level II Fundraiser (profit is more than \$1000)
(MUST have Board approval)

S/A Director _____

Athletic Director _____

Bldg. Principal _____

(Return to DSA)

S/A Director [Signature]

Athletic Director [Signature]

Bldg. Principal [Signature]

Business Manager _____

Superintendent _____

(Return to DSA)

____ # of fundraisers held this year