FUNDRaising REQUEST FORM

Completed requests for the __________ school year are to be submitted to the Business Manager, according to the following schedule:

<table>
<thead>
<tr>
<th>Request Due to DAC</th>
<th>Board Meeting</th>
<th>Activity Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Day of School</td>
<td>September</td>
<td>Day After Meeting</td>
</tr>
<tr>
<td>Last Day Before Thanksgiving</td>
<td>December</td>
<td>Day After Meeting</td>
</tr>
<tr>
<td>Last Day Before Spring Break</td>
<td>April</td>
<td>Day After Meeting</td>
</tr>
</tbody>
</table>

**Important Note:** A Fundraising Project Summary is due 6 weeks after the activity ends. Proceeds should be spent during the year the funds were raised. All groups are required to submit a request for each activity to the Business Manager specifying how all fundraising proceeds are to be spent.

School Building: ________________________________  Group Name: ________________________________

Contact Name: ________________________________  Contact Phone: ________________________________

Contact E-Mail: ________________________________  District Account: ________________________________

**Description of Activity**

All information must be provided in order to be approved.

**Fundraising Activity**

**Activity Date(s)**

**Estimated Proceeds**

**Purpose and Use of Funds (MUST BE SPECIFIC)**

I am approving that this request is necessary to provide funds for the purpose described above.

**Building Principal/Activity Director Signature**