

FUNDRAISING REQUEST FORM

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

Request Due to DAC	Board Meeting Month	Activity Start Date
1st Day of School	September	Day After Meeting
Last Day Before Thanksgiving	December	Day After Meeting
Last Day Before Spring Break	April	Day After Meeting

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