

Appendix A - Policy 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?  
\_\_\_\_\_ 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 Elementary/Secondary Assistant Superintendent Date