



Melissa T. Williams, PhD, Superintendent
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REQUEST TO CONDUCT FUNDRAISER

For Office Use Only: School Year _____ **Fundraiser Number** _____

Complete this form for BOTH INTERNAL & EXTERNAL fund raisers. Please complete ALL information requested and submit this request to the school principal/building director. Attach additional sheets if necessary. The contact person listed below will be notified of the decision relative to this request.

1 School(s) involved in the activity: _____

2 Group(s) that will be conducting the proposed activity: _____

3 School Principal(s) or Group Sponsor(s): _____

4 Indicate a contact person of record for this activity. This should be a principal, group sponsor, activity chairperson, etc. This person must sign below before submitting this request.

Contact: _____
 Telephone: _____
 Email: _____

5 Name of Fund Raiser Activity: _____

6 Describe the activity in detail. Include such information as goods or services being sold, items collected, type of support solicited, etc. Attach additional information (flyers, signs ,announcements) if available or if more space is necessary to respond.

7 Date of Activity: Starting Date: _____ Ending Date: _____

Starting Time: _____ Ending Time: _____

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8 Will students be involved (i.e. sales, solicitation, distribution, and collection) in the fundraising activity? ☐ Yes ☐ No. If so, how many students would be involved? _____

9 Describe all ways in which students will be participating?

10 Will businesses or civic organizations be asked to contribute? ☐ Yes ☐ No. If so, How many? Describe: _____

11 Has your group approved a budget (attach a copy with your request) for this activity? ☐ Yes ☐ No.

12 Specifically, if you will be collecting money in any way, approximately how much will be collected and what is the anticipated profit? (This may be based on previous years' activities)

Collected \$ _____ Profited \$ _____

13 If money is collected, describe the intended use(s) of these funds:

14 If supporter or contributions (e.g. coupons, receipt labels, etc.) other than money is being sought, describe:

15 As a follow-up, what will be the results of collecting these items (e.g. computers, encyclopedias, etc.)- and how might they be used?

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ACTION TAKEN BY PRINCIPAL/FUND RAISER REVIEW COMMITTEE

PRINCIPAL: (Please check one)

This request constitutes an ☐ Internal or an ☐ External activity

Check One: ☐ Recommended Approval ☐ Do Not Recommended Approval

Justification:

Signature of Principal

Date

CENTRAL OFFICE RESPONSE:

☐ Approve

☐ Disapprove

Signature of Superintendent

Date

Additional Approval notes:

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If disapproved, reason/considerations:

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