

# FUND RAISING APPROVAL REQUEST

Van Buren School District #42

School: \_\_\_\_\_ Date: \_\_\_\_\_

Organization or Club: \_\_\_\_\_

Sponsor (Faculty or Administrator): \_\_\_\_\_

Project Type: (Please Mark One)

\_\_\_\_\_ Sales to Students ( \_\_\_\_\_ On Campus) OR ( \_\_\_\_\_ Off Campus)

\_\_\_\_\_ Sales to Others: \_\_\_\_\_

\_\_\_\_\_ Direct Solicitation (Contributions/Donations)

\_\_\_\_\_ Activity: \_\_\_\_\_ Location: \_\_\_\_\_

Description: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**If you marked Sales, Please Fill Out the Following:**

Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Merchandise: \_\_\_\_\_

Quantity: \_\_\_\_\_

Wholesale Value \$ \_\_\_\_\_ (Each) (Case) (Box) (Other) \_\_\_\_\_

circle one

Retail Value \$ \_\_\_\_\_ (Each) (Case) (Box) (Other) \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Who will be responsible for the merchandise? \_\_\_\_\_

I, \_\_\_\_\_ have requested permission to conduct a fund-raising activity and will

(print)

be responsible for the preparation of the OPERATING REPORT. I will be responsible for the accountability of all monies collected at the conclusion of the fund-raising activity, and I will turn in all records to the Principal.

\_\_\_\_\_  
Sponsor/Person Requesting Permission

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date