FUNDRAISING ACTIVITY PRE-APPROVAL

SCHOOL

________________________________________________________

ORGANIZATION

________________________________________________________

ADVISOR(S)

________________________________________________________

Description of Activity

________________________________________________________

Purpose of Activity

________________________________________________________

Date(s) of Activity

________________________________________________________

Does the Activity Include the Sale of Food and/or Beverages? (Circle) Y  N

Will the Sale of Food and/or Beverages occur from 12:01am through
30 minutes after the end of the school day? (Circle) Y  N

- Brochures or informational packets from the fundraising company must be attached
- If selling tickets, tickets must be pre-numbered
- Money collected must be turned in to the office daily
- Student Activity Fundraiser Completion Reports must be turned in to the Principal’s Office within 15 days of the fundraiser ending

ALL FUNDRAISERS OR SALE OF FOOD/BEVERAGE MUST SUBMIT NUTRITION FACTS/LABEL TO THE FOOD SERVICES DIRECTOR.

Approval:

________________________________________________________

Signature of Advisor  Date

________________________________________________________

Signature of Principal  Date

ONLY REQUIRED IF
FOOD/BEVERAGE IS
PART OF THE ACTIVITY

Signature of Food Services Director  Date

In view of the growing number of fundraising activities, approval by the advisor, principal, food services director, if applicable, are required before they are undertaken. If approved, a copy of this form must be submitted to the Superintendent.

Revised 2017