



Jefferson County School District 509J

445 SE Buff St. Madras, OR. 97741

REQUEST FOR FUNDRAISING ACTIVITY

Instructions for this form

**STEP 1**

- 1. Fill out and submit to the Principal for approval. You **MUST** receive Principal approval on all fundraising activity prior to starting the fundraiser.

**SCHOOL BOARD POLICY:**

No school or school-related student group is authorized to conduct any type of door-to-door solicitation for the school group. However, this policy shall not so restrict such activities conducted in the student's home, or in the homes of relatives or close friends.

**Complete this section and submit to Principal for approval BEFORE event**

Name of Club or Activity \_\_\_\_\_

Advisor Name \_\_\_\_\_

Vendor (if selling product) \_\_\_\_\_

Purpose of Fundraiser (provide detail on how the money will be spent) \_\_\_\_\_

Description of Fundraising Activity (what are you selling / doing?) \_\_\_\_\_

Dates of Fundraiser Begin: \_\_\_\_\_ End: \_\_\_\_\_

Estimated Amount to be Raised \_\_\_\_\_

Estimated Expenses \_\_\_\_\_

Principal's authorization: This request is \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason for denial \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Original Keep by: Office Manager or Bookkeeper