

Seeley School
Fundraising Activity Approval Form

Requestor club or class: _____ Date: _____

Person in charge of fundraiser: _____

Description of fundraiser: _____

Proposed Date(s) of Event, Start Date: _____ End Date: _____

Location of Proposed Event (if applicable): _____

Will food be served? No: _____ Yes: _____

If yes, what food item will be served? _____

Name of company, if any, involved in the fundraising activity:

Do any of the following have a financial interest in the company or organization with which you are doing business: You (or your family)? _____

Other staff members or their families? _____

Family members of any students? _____

If yes to any of the above, please explain: _____

Are tickets sales required: No: _____ Yes: _____ Price per ticket: _____

REQUIRED - ATTACH A COPY OF ALL INFORMATION THAT WILL BE USED IN THE FUNDRAISER (copy of brochures, flyers, order forms, etc.)

REQUIRED - ALL STUDENTS MUST HAVE A PERMISSION SLIP SIGNED BY THEIR PARENT PRIOR TO PARTICIPATING IN THE FUNDRAISING ACTIVITY

Please sign below to indicate that you accept responsibility for administering this fundraiser in accordance with District Policies and that you will be responsible for all financial record keeping (to include submitting deposits to the office in a timely manner, maintaining proper cash controls . and receipts for all expenditures)

Signature

Principal Approval: _____ Approved as submitted

_____ Approved with the following conditions: _____

_____ Denied. Reason: _____

Signature: _____ Date: _____