

## FUNDRAISING REQUEST FORM

\*FORMS ARE TO BE SUBMITTED NO LESS THAN (10) SCHOOL DAYS PRIOR TO THE START OF THE FUNDRAISER.

### REQUESTING ORGANIZATION INFORMATION

ACTIVITY/CLUB: \_\_\_\_\_

ADVISOR(S): \_\_\_\_\_

### FUNDRAISER INFORMATION

PROPOSED DATE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

NATURE OF FUNDRAISER: \_\_\_\_\_

GOODS TO BE SOLD: \_\_\_\_\_

LOCATION:            IN SCHOOL             OUT OF SCHOOL             BOTH

VENDOR & ADDRESS: \_\_\_\_\_

### ESTIMATED FINANCIALS

<b>COST OF MERCHANDISE</b>	\$ _____
<b>ANTICIPATED GROSS INCOME</b>	\$ _____
<b>ANTICIPATED PROFIT</b>	\$ _____

STUDENT ACTIVITY ACCOUNT EXISTS:

YES             NO

### STUDENT INVOLVEMENT

EXPLAIN NATURE AND EXTENT OF STUDENT INVOLVEMENT:

\_\_\_\_\_

### ADVISOR INFORMATION

BY SIGNING THE BELOW, I ACKNOWLEDGE THE FOLLOWING FUNDRAISING POLICIES AND PRACTICES:

- EAST WINDSOR BOARD OF EDUCATION, BOARD POLICY 1324
- FUNDRAISING DEPOSITS AND DISBURSEMENT OF FUNDS, BOARD POLICY 6415.8
- AN INVOICE OR CONTRACT IS ATTACHED FROM THE COMPANY PROVIDING THE GOODS

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### ADMINISTRATIVE APPROVAL

APPROVED

DENIED

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_