**2022-2023**

**BOOSTER/PTO FUNDRAISER REQUEST**

**MUST SUBMIT FOR APPROVAL 2 WEEKS BEFORE START OF FUNDRAISER**

**School Requesting Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**BOOSTER OR PTO NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Fundraising Activity** (***please be specific, i.e., ticket sales, concessions, etc., and attach copy of all advertising to be used as part of fundraiser***)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Location(s) of Fundraiser:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*If facility use required, please attach copy of the request to this form to be given to the principal. \**

**What will funds be used for (attach separate sheet if needed):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will alcohol be accessible at fundraising activity** **or on premises at fundraiser location?** \_\_\_\_\_

If “Yes”, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Schools cannot benefit from the direct sale or sponsorship of anything related to alcohol)

**Will *ANY* part of fundraiser take place during instructional time?** (See Board Policy 6.701) **Yes No**

**If “Yes”, Fundraiser is ACTIVE. If “No”, Fundraiser is Passive.**

**Booster/PTO Club Account Balance** **$**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **As of Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Anticipated date(s) of Fundraiser:**

**Beginning Solicitation Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ending:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Main Event Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected student involvement (school-wide or specific school organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Margin of Net Income (if applicable):** \_\_\_\_ **Method by which school will receive income:** \_\_\_\_\_\_

**BOOSTER/PTO Contact Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print Clearly

**Printed Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

**BOOSTER/PTO Sponsor (Print Clearly)** **BOOSTER/PTO Sponsor**

**-------------------------------------------For Booster Club Board to complete----------------------------------------**

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booster Club / PTO Board Member

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Sponsor / Coach (if applicable)

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athletic Director / Band Director (if applicable)

**-------------Submit to school bookkeeper when complete for further administrative approval-------**

**PRINCIPAL:** Approves \_\_\_\_\_\_ Disapproves \_\_\_\_\_\_ Initial: \_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_

**------------------------------------------CENTRAL OFFICE TO COMPLETE--------------------------------------------**

**Departmental Director:** Approves \_\_\_\_\_\_ Disapproves \_\_\_\_\_\_ Initial: \_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_

(if applicable - Athletic, Fine Arts, Legal Counsel)

**ASSISTANT SUPERINTENDENT:** Approves \_\_\_ Disapproves \_\_\_ Initial: \_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_

**SUPERINTENDENT:** Approves \_\_\_ Disapproves \_\_\_ Initial: \_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_

Revised 04/22