



**REQUEST FOR FUND RAISER**  
*(Board Policy Nos. 2503 and 8402)*

Name of School \_\_\_\_\_

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

Date of Fund Raiser Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Pre-Sale Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Description of Fund Raiser \_\_\_\_\_

Status of Event: New Event \_\_\_\_\_ Held Previously (Years) \_\_\_\_\_

Is a food product to be sold? Yes  No  If yes: During school (30 minutes before and after day)  Outside school hours

Vendor Supplying Items to be Sold: \_\_\_\_\_

Cost Per Item \_\_\_\_\_ Sale Price Per Item \_\_\_\_\_ Expected Profit Per Item \_\_\_\_\_ Total Expected Profit \_\_\_\_\_

In accordance with Matrix, Funds to be Deposited in: Student Body  Booster Club  Co-Curricular  PTC/Foundation

Facility/Equipment Needs: \_\_\_\_\_

Person(s) Supervising Event: \_\_\_\_\_

Will money generated come from students only?..... Yes  No

If no, will money generated come from the community at large?..... Yes  No

Parent-Teacher Clubs and Foundation organizations require the approval of the site administrator and Area Superintendent. Governing Board approval is also required when students are active participants in the fund raiser. (California Education Code 48932).

Signature of Person Requesting \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: PLEASE FORWARD TWO SIGNED COPIES TO AREA SECRETARY – an approved copy will be returned to originator**

**SUBMIT THE ENTIRE FORM TO THE PRINCIPAL'S OFFICE**

**ACTIVITIES DIRECTOR FOR HIGH SCHOOLS**

COPY TO ASB SECRETARY (Allow THREE weeks for approval)

SCHOOL APPROVAL	DISTRICT OFFICE APPROVAL
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
_____ Activities Director	_____ Area Superintendent
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
_____ Principal/Deputy Principal	_____ Governing Board

Adopted: 10/07  
 Amended: 2/24/10