

# FUND RAISING ACTIVITY REQUEST FORM



Please fill in one form for each activity your Team/Club/Class/Organization is requesting. Answer all questions and attach information regarding Fund Raisers.

<b>Team/Club/Class/Organization Making Request</b>	
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The above named group is requesting permission to conduct the following activity in compliance with the regulations and policies of the Carthage Central School District. The above named Sports Team/Club/Class/Organization understands the request of the above activity and assumes responsibility for its conduct. All receipts and disbursements of funds will be made in accordance with the Carthage Central School District Board of Education Fund Raising Policy.

<b>Activity Planned</b>	
<b>Location of Event</b>	
<b>Purpose of the Fund Raiser</b>	
<b>Planned Profit Margin of the Fund Raiser</b>	

<b>Indicate Appropriate Category</b>	<b>Fundraising Event</b>	<b>Service Project</b>	<b>Other</b>

<b>Activity/Sale Dates Requested</b>	<b>Begin Date</b>	<b>Time (if applicable)</b>	<b>End Date</b>	<b>Time (if applicable)</b>

<b>Team/Club/Class/Organization Advisor(s)/Coach</b>	<b>Print Name</b>	<b>Signature</b>
<b>Project Chairperson (If other than advisor)</b>		

<b>Are Chaperones Required?</b>	<b>YES</b>	<b>(If Yes, list names below)</b>
	<b>NO</b>	

<b>For all Athletic Team or Fine Arts Group Requests Form Must Be Reviewed and Signed by:</b>	<b>Appropriate Director Signature</b>	<b>Date</b>
<b>For all Clubs/Class/Organization Requests Form Must Be Reviewed and Signed by:</b>	<b>Appropriate Coordinator Signature</b>	<b>Date</b>

All Completed Fund Raising Activity Requests Must Be Reviewed and Signed by the Building Principal before submission to the Board of Education for final approval.

<b>Building Principal</b>	<b>Signature of Building Principal</b>	<b>Date</b>

<b>Board of Education</b>	<b>Approved</b>	<b>Denied</b>	<b>Date</b>