

# REQUEST FOR FUND RAISING ACTIVITY

Before any fund-raising activities may begin on behalf of the Mattawan Consolidated School or groups connected with the school, this request must be submitted to the appropriate building principal. The principal will review the request, and make a recommendation, and then submit the request to the Superintendent of Schools for final determination. The Superintendent will notify the building principal of the decision regarding the fund-raising activity.

1. Group requesting fund-raising activity: \_\_\_\_\_
2. Contact person for this group: \_\_\_\_\_  
Phone and/or Extension: \_\_\_\_\_
3. Financial goal for the fund-raiser. How much do you hope to make? \_\_\_\_\_
4. Specific fund-raising activity requested (be specific about product, product source, and/or service rendered, location, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What will the funds be used for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Please justify the fund-raiser requested. Why are the funds needed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Beginning date and time: \_\_\_\_\_  
Ending date and time: \_\_\_\_\_
8. Principal's recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date