



## 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's office for final determination. The Superintendent's office will notify the advisor and building principal of the decision regarding the fund-raising activity.

Per Administrative Guideline 5830, no fund-raiser may last longer than 30 calendar days (unless approved by building Administration), and each group can conduct no more than one (1) major fund-raising activity per semester.

Name of Student Group: \_\_\_\_\_

Advisor: \_\_\_\_\_

Phone/Extension: \_\_\_\_\_

Financial Goal: \$ \_\_\_\_\_

Fund-Raiser Specifics (product, product source, and/or service rendered, location, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What will the funds be used for? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Justify Fund-Raiser Request (why are the funds needed?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beginning Date & Time: \_\_\_\_\_ Ending Date & Time: \_\_\_\_\_

Principal's Recommendation: \_\_\_\_\_

\_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_