



FUNDRAISER REQUEST FORM

BENTLEY COMMUNITY SCHOOL DISTRICT

Form must be submitted to central office at least two weeks prior to fundraiser.

BUILDING	ACTIVITY/ORGANIZATION REQUESTING
ACCOUNT/BENEFICIARY OF FUNDS	DATE SUBMITTED:
SUBMITTED BY/RESPONSIBLE PARTY:	PHONE

DESCRIPTION OF ACTIVITY (Attach additional paperwork as needed, including all vendor contracts.)

Purpose:

Location:

Participants/Target Audience:

Advertising Plan:

Security Procedures: (to ensure that all merchandise is properly stored, distributed, and accounted for)

Date(s) of Activity	Advanced Funds Needed	Source of Advanced Funds	Expected Profit
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Names of All Supervisors of Activity

By signing this form, I acknowledge that I have read and understand the fundraising requirements as set out in Board Policy 5830 and AG 5830.

APPLICANT'S SIGNATURE

DATE

Before any fundraising can begin, the forms must be completed and approved by the building principal and central office administrator. At the completion of the fundraiser, deposit all funds immediately and return a copy of this form with the profit sheet to the business office.

PRINCIPAL/DIRECTOR APPROVAL	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED *explain below
Principal/ Director Signature	DATE	
Notes:		

CENTRAL OFFICE ADMINISTRATOR APPROVAL	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED *explain below
Central Office Signature	DATE	
Notes:		

CENTRAL OFFICE USE ONLY	DATE	NOTES
Received Request		
Received Deposit of Funds		
Received Profit Sheet		