

Notification of Fundraiser Cancellation

This cancellation notice must be filed with supervisor and central office before the activity is scheduled to take place.
In an emergency, notify the above employees via email of cancellation and complete form as soon as possible.

Sponsor Name: _____

Group Responsible: _____

Anticipated Date of Fundraiser: _____

Fundraiser Description:

Reason for Cancellation:

Explanation of funds expended for advanced purchases (or NO ADVANCED FUNDS EXPENDED):

Staff Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Central/Business Office Signature: _____ Date: _____