

# Fundraising Request Form

Rev. 2-2-2024



## INTERNAL

(A new request form must be submitted for each separate fundraising activity. Please print, fill out the form, and submit it to your Department Leader or building administrator.)

Request Date: \_\_\_\_\_

School Year: \_\_\_\_\_

### Activity/Organization:

Is the fundraiser completely run online? YES NO

Does the fundraiser involve a contract that needs School Board approval? YES NO

Does the fundraiser involve the sale of food or beverages during the school day? YES NO

If yes, please also complete the Food Fundraising Form.

Description of fundraising Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Explanation of how funds will be used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Anticipated/Desired profit: \_\_\_\_\_

Approximate markup of costs to achieve profit: \_\_\_\_\_

Anticipated Expenditures Needed to Operate the Fundraiser (if any): \_\_\_\_\_

\_\_\_\_\_

Have all previous fundraisers been finalized? YES NO

Signatures indicate an understanding and knowledge that all state and local rules must be followed and are the responsibility of the activity/organization. Please contact the NRHEG District Office if additional information is needed.

\_\_\_\_\_  
Activity/Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director (as needed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

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(This form must be completed and submitted at the completion of each fundraiser. Failure to finalize your fundraising may result in future fundraising requests being denied.)

Name of activity	Total Revenue	Total Expenses	Total Profit
Year-to-Date			

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