

SCHOOL DISTRICT OF BAYFIELD

FUNDRAISING ACTIVITY REQUEST FORM

Group: _____

What is being sold? _____

For what will the funds be used? _____

How long will the fundraiser take? _____

Anticipated profit? _____

Location of sale School: _____ Community: _____ Both: _____

Dates of the fundraiser: _____

Date submitted to Principal: _____

Advisor's Signature: _____

(signature assumes responsibility for chaperoning activity)

ADMINISTRATION ACTION

Approved: _____

Disapproved: _____

Why: _____

Financial report following fundraiser must be submitted to the Principal. Funds and receipts must be submitted to the Finance Manager on a regular basis. Temporary safe keeping of monies will be in the District Office.

Copies of application to:

- Principal
- Activity Advisor
- Finance Manager

APPROVED: May 9, 1994

REVISED: June 28, 1999

REVISED: October 11, 2004