



Hillsboro School District

Fund-Raising Activity Request – Secondary

ALL REQUESTS MUST BE APPROVED TWO WEEKS PRIOR TO THE START OF THE FUND-RAISER.

Important--You must comply with the following requirements for the duration of the fund-raiser / activity:

1. Return this completed form to the building / site activity director.
2. If school facilities or calendar scheduling are needed, a separate request must be submitted.
3. Prior approval must be obtained before ordering / purchasing any merchandise.
4. All money must be deposited with the building/site bookkeeper daily. No money should be left in classrooms, lockers, file cabinets, etc., or kept overnight.
5. Maintain complete records of all receipts and expenditures.
6. Submit a *Net Profit Report* Form AA007a to the building / site activity director within two weeks after fund-raiser / activity is completed.

_____ Date of Application

_____ School / Location

_____ Name of Organization / Club / Team

_____ Name of Advisor / Coach / Responsible Staff

_____ Name of Treasurer (if applicable)

_____ Number of Students (if applicable)

_____ Beginning Date of Fund-Raiser / Activity

_____ Ending Date of Fund-Raiser / Activity

_____ Amount of Funds Projected to be Raised

_____ *Estimated Cost(s) Required to Carry out Fund-Raiser / Activity

1. Describe fund-raiser / activity, what the funds will be used for, the source and list of items to be sold (if applicable):

2. * Describe expenses required to carry out the fund-raiser: _____

3. * Staff release time (out of class / duties) needed (if applicable): _____

4. How will fund-raiser / activity be supervised? _____

5. How do you intend to describe / advertise this fund-raiser / activity in any school communiqués, including on the website? _____

_____ Activities Director (Signature denotes approval)

_____ Date

_____ Advisor / Staff (Signature denotes approval)

_____ Date

_____ Administrator (Signature denotes approval)

_____ Date

**To be included in estimated cost of fund-raiser activity.*

OFFICE USE ONLY

Fund-Raiser / Activity # _____

Administrator/Advisor

Activities Director