



REQUEST FOR PERMISSION TO CONDUCT A FUNDRAISING ACTIVITY

School: _____

Date of Activity: _____

Group to Profit: _____

Person Responsible: _____

Description of Activity (including purpose):

Names of all supervisors/chairpersons of the event and responsibilities:

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For Building Use Only:

Approved: _____

Not Approved: _____

Administrator Signature: _____

This form must be filled out before any fund raising event and distributed to the Building Principal for approval. A signed copy must be returned to the Business Office prior to the event and again with the financial statement.