

COTTONWOOD CLASSICAL PREPARATORY SCHOOL

REQUEST FOR FUNDRAISING / DRIVE / COLLECTIONS

Submit three weeks prior to fundraising / drive event

Date: _____ Your Name: _____ Your Grade (students-only): _____

Name of Fundraising / Drive Activity: _____

Teacher / Sponsor: _____ Location of Fundraising / Drive: _____

Anticipated Target Population: _____ Fundraising / Drive Date(s): _____ Fundraising / Drive Time(s): _____

Purpose of fundraiser / drive (include name of organization being benefitted): _____

I certify that this activity is not promoted by a commercial interest for profit, and that no sponsor or student is receiving or providing any form of compensation, payment, or reward from or to any for-profit outside interest, firm, or organization.

Sponsor Signature (print name and signature): _____ Date: _____

Activities / Athletic Director (signature): _____ Date: _____

Approved by Director (signature): _____ Date: _____

Please complete the following after receiving approval at least two weeks prior to fundraiser / drive (each individual must initial when task is completed):

- _____ Submit a facilities request to the Activities / Athletics Director (if fundraiser culminates with an on-campus activity).
- _____ Meet with Cathy Gutierrez (office manager) for information regarding policies and procedures for collecting and depositing money into the Activities account
- _____ Provide an announcement (2-3 sentences) to the Activities Director (via email) that can be placed into the daily morning newsletter that summarizes the purpose of the fundraiser, details of fundraising procedures, and information regarding any culminating event (if applicable).

Please return copy of completed form to the Activities / Athletic Director and keep original for your records.

Thank-you!