

## Reedsport School District—Request to Apply for Fund Raiser

In order to comply with policy IGDF, fund raiser proposals need to be submitted to the building principal and superintendent for approval **prior to beginning a fund raiser**. Copies of all information and completed forms pertaining to a fund raiser must be filed with the office manager in the appropriate building prior to beginning the fund raiser.

Name(s): \_\_\_\_\_

Name of Fund Raiser: \_\_\_\_\_

Name of organization or group holding fund raiser: \_\_\_\_\_

Who is responsible for implementation and supervision of the fund raiser? \_\_\_\_\_

Dates of Fund Raiser: \_\_\_\_\_ Description of Fund Raiser: \_\_\_\_\_

How will funds raised be used? \_\_\_\_\_

How many fund raisers has this organization done this school year? \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Approval**

Building Principal: \_\_\_\_\_ Date Received: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date Received: \_\_\_\_\_

### **Cash Box/Accounting Paperwork Arrangements & Review of Procedures**

Pick Up Date/Time: \_\_\_\_\_ Drop Off Date/Time: \_\_\_\_\_