

Reedsport School District

Code: IGDF-AR
Revised/Reviewed: 10/03/24

Fundraising Activity Request and Verification

IMPORTANT INFORMATION: To request authorization for a fundraiser, complete all sections of this form and submit it, along with any supplementary information regarding the fundraiser, to the Office Manager of your building. Per district policy IGDF, all fundraiser requests require the signature and approval of both, the building principal and the superintendent, before the start date of the fundraiser.

Name of staff member/coach responsible for fundraiser: _____

Name of organization/group holding fundraiser: _____

Fundraiser Details¹

Start date for fundraiser: _____ End date for fundraiser: _____

Anticipated revenue: _____

What is the product being sold: _____

Where will the product be sold: _____

Who will the product be sold to: _____

How will funds be used (please be specific): _____

How many fundraisers has this organization done this school year: _____

Signature of responsible party: _____ Date: _____

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Approved – Date: \_\_\_\_\_ Not Approved – Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cash Box/Accounting Paperwork Arrangements & Review of Procedures

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

<sup>1</sup> If fundraising consists of selling food and beverage items to students during the regular or extended school day, the food and beverage items must comply with state and federal nutrition standards, rules, and laws. This does not apply to food and beverage items sold at school-related or non-school-related events for which parents and other adults are a significant part of the audience. (ORS 336.423)