



Snohomish School District #201 Fundraising Request for Approval

- ASB**
Board Policy
3530 & 3530P
- Charitable**
Board Policy 3531 & 3531P
Must be an approved charity
- General**
Board Policy
3532 & 3532P
- Parent/Booster/PTA/PTO**

Basic Information (Complete all appropriate blanks)

| | | | |
|---------------------------|--|--------------------|--|
| School Name: | | Request Date: | |
| Club/Organization Name: | | | |
| Advisor/Chairperson Name: | | | |
| Contact Phone # | | | |
| Activity Start Date | | Activity End Date: | |
| Activity Description: | | | |
| Activity Purpose: | | | |

Funding and Staffing Information (Complete all appropriate blanks)

| | |
|---------------------------|--|
| Estimated Gross Income: | |
| Estimated Total Expenses: | |
| Estimated Net Profit: | |

Number of Students Involved: _____

Number of Parents Involved: _____

Number of Staff Involved: _____

Obtain all appropriate signatures:

Student Representative Signature: _____

Adult Representative Signature: _____

Building Use Only

Principal Signature: _____ Date: _____

Approved **Not Approved**

District Use Only (Parent Club activity, Out-of-school activity, or District/General Fund fundraising activity)

Superintendent/Designee's Approval: _____ Date: _____

Approved **Not Approved**

Information

1. The activity planner should complete the first three sections of this form and sign the appropriate blank.
2. Students only need sign if this is an ASB sponsored activity.
3. Student fund raising activities for scholarships or charitable purposes must be approved in advance by a properly constituted group. Minutes must be attached supporting this activity.
4. The principal signature indicates that all appropriate information has been included.
5. Following action by the superintendent or designee, if applicable, a copy of the form will be returned to the originating building.
6. All the above steps are to take place prior to any fund-raising activities.