

REQUEST FOR FUNDRAISING ACTIVITY

*All fundraising requests must be sent 30 days in advance to allow enough time for approval.
Raffles require submission 60 days in advance due to licensing requirements.
For sponsorships, all ads/logos must be submitted for review.*

TYPE OF FUNDRAISER:

DESCRIPTION OF FUNDRAISER:

DATE(S):

OUTSIDE AGENCY:

Is there an outside group affiliated with this activity? Yes No
If you answered yes, will any of the proceeds benefit this group? What percentage?

NAMES OF STAFF AND/OR TEAM CONDUCTING THE FUNDRAISER:

INTENDED USE OF THE PROCEEDS:

Requested By: _____

Date of Request:

Approved By: _____

Date of Approval: