



### FUNDRAISING REQUEST FORM

School: \_\_\_\_\_ Organization or Department: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Sponsor: \_\_\_\_\_

1. Purpose (How does fund drive relate to school program?) \_\_\_\_\_

2. Anticipated Goal: \$ \_\_\_\_\_  
a. Plan if goal is not met: \_\_\_\_\_  
b. Plan if goal is exceeded: \_\_\_\_\_

3. Is this a crowdfunding request?  Yes  No (If no, skip to #4)  
If yes, please provide all pertinent information on this form as well as the following:  
a. Name of platform: \_\_\_\_\_  
b. Amount(s) to be charged by the platform: \$ \_\_\_\_\_  
(Admin fees, labor, shipping, stocking fees, etc.)  
c. How will donors be acknowledged? \_\_\_\_\_  
d. Skip to #7.

4. Type of sale (indicate product and that part of city to be canvassed)  
a. What type of item is being sold? \_\_\_\_\_  
b. Will food or drink be sold or given away at the event/activity/fundraiser during the extended school day (including before and after school activities)?  Yes  No  
c. If yes, have you filled out and attached the Food Approval Form?  Yes  No  
(see Page 2)

5. Supplier: \_\_\_\_\_  
Will product be purchased locally?  Yes  No  
If not, explain: \_\_\_\_\_

6. Plan for disposing of excess product: \_\_\_\_\_

7. Accounting procedure (Where will funds be deposited?) \_\_\_\_\_

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Reason:	
Principal:	Date:

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Reason:	
Executive Director:	Date:

#### PLAYGROUND APPROVAL:

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved			
Reason:				
<input type="checkbox"/> Principal	<input type="checkbox"/> Facilities Supervisor	<input type="checkbox"/> Executive Director	<input type="checkbox"/> GFPS Foundation Director	<input type="checkbox"/> Director of Business Operations

