



# Fund Raiser Activity Request

\_\_\_\_\_ **Date received**

Please note that the administrative staff meets each Thursday morning to consider all requests received prior to that time. In order for your request to be considered, each of the following steps need to be taken:

- ◇ **Form filled out completely.**
- ◇ **All important information included such as dates, expenses, etc.**
- ◇ **Elementary presented to Mrs. Brooks for consideration of approval.**
- ◇ **Secondary presented to Mr. Kremnitzer for consideration of approval.**

1. **Name of person(s) who will serve as coordinator for this event:**

2. **Brief description of the proposed fund raiser:**

3. **Purpose of the fund raiser? Who will it benefit? (How will the money be used?)**

4. **Location of the fund raiser?**

5. **School resources needed to conduct this fund raiser? (bus, equipment, people, etc.)**

\_\_\_\_\_ **1st Choice of Date**

\_\_\_\_\_ **2nd Choice of Date**

**Comments:**

**Who is eligible for fund raising at MVCS?**

|                                  |            |
|----------------------------------|------------|
| Elementary Classes               | 3 per year |
| Clubs, Sports, and campus groups | 3 per year |
| Freshman Class                   | 2 per year |
| Sophomore Class                  | 2 per year |
| Junior Class                     | 3 per year |
| Senior Class                     | 5 per year |

**Please Note:**

- **Effective 5/12/98**, fund raisers which are not approved via this form will be considered canceled.
- As per board policy, all money collected from a fund raiser must be processed through the MVCS business office for deposit, reimbursement and disbursement.

**FOR ADMINISTRATIVE USE ONLY**

Fund Raiser Approved? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason not approved: \_\_\_\_\_

Copy of request provided to Mrs. Beauchamp for the master calendar

Copy of request provided to event coordinator?

Information provided to Mrs. Boone - Development

Administrative Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Comments: