

# Fundraiser Request Form 2018-2019

Date of Submission: \_\_\_\_\_ Club/Organization: \_\_\_\_\_

## Instructions:

1. **Complete all of the items below prior to submitting this form. Incomplete forms will be returned to the advisor/coach.**
2. **To use campus facilities:** A Facility Use Permit must be completed and turned into to AP Brandon Yung specifying the use of any facility at Kennedy outside school hours. Mr. Yung must initial below signifying the date for the facility is available.
3. **CAR WASHES** held on campus must be cleared through Mr. Yung's office by submitting this form to student government and a Facilities Use Permit. Student Government will then approve all carwashes whose date is approved by Mr. Yung's office.
4. Submit the fundraiser request form to Mr. O'Flaherty's box in the mailroom or deliver it to Room V1.
  - a. The fundraiser request will be placed on the next Student Government business meeting agenda (held every Monday and Wednesday) to be voted upon for approval. A copy of all approved fundraiser requests will be placed in the box of the advisor/ coach who requested it as notification of approval status. All fundraiser requests must be renewed **each calendar month**.
  - b. All on campus fundraisers must occur 30 minutes after the regular school day.
  - c. Denials will occur when your fundraiser will interfere with other school activities or another group's fundraiser.
  - d. To prevent a monopoly on days and items sold, clubs and teams can only submit requests **three months** prior to request sell dates.

**IMPORTANT:** All fundraisers MUST BE APPROVED by student government. Failure to obtain approval will result in the holding of funds. Extent of action taken will be up to the discretion of the Activities Director and ASB Officers in compliance with the school's official constitution.

Item(s) to be Sold: \_\_\_\_\_ Price: \_\_\_\_\_  
(include other items and prices below)

Start date: \_\_\_\_\_ Month of Fundraiser: \_\_\_\_\_ Day(s): M T W Th F S Su  
(circle day(s) requested)

Location: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_  
(Start time must be 30 minutes after the regular school day)

Please provide a full **description** of your request (Explain the **purpose** of the fundraiser):

Advisor's Name: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

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## ASB USE ONLY

Date of Meeting: \_\_\_\_\_

Action Taken: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled

Reason for denial or table: \_\_\_\_\_ (please correct and resubmit)

## Signatures of Approval:

ASB Secretary: \_\_\_\_\_ ASB President: \_\_\_\_\_

Activities Director: \_\_\_\_\_ Administrator: \_\_\_\_\_