

# Linden Community Schools Fundraiser Request Form 2023-24

(must be submitted at least 14 days prior to the event)

Date of Application: \_\_\_\_\_ Name of Organization and/or School Club: \_\_\_\_\_

Name of \*Advisor/Applicant: \_\_\_\_\_

(\* In accordance with "Guideline 7440"; All staff must follow building procedures to ensure that money and/or valuables are secure. No money and/or valuables are to be left in classroom.)

Purpose of Sale, please be specific as to how the funds will be used (i.e. purchase classroom supplies, art room supplies, etc.):

\_\_\_\_\_

Beginning date of sale: \_\_\_\_\_ Ending date of sale: \_\_\_\_\_

Describe how and where sale is to be conducted: \_\_\_\_\_

Product sold: \_\_\_\_\_ Number of students involved: \_\_\_\_\_

How will product be sold (i.e. online, during an event, etc.): \_\_\_\_\_

Please describe how students will be supervised: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Is there a fundraising flyer that you will want distributed either paper copies or via LCS website/social media?

\_\_\_\_ NO

\_\_\_\_ YES - If YES \_\_\_\_ 1. You must attach an example of the flyer to this request form **AND**  
\_\_\_\_ 2. Email a completed Flyer Approval Form to the superintendent's office attention  
[mcallard@lindenschools.org](mailto:mcallard@lindenschools.org) with a clear image/PDF for posting on the district website & social media.

Date: \_\_\_\_\_ \*Applicant's signature: \_\_\_\_\_

\*Signature of applicant assures that applicant has read the policies/guidelines set forth by the Linden Board of Education and will adhere to those policies/guidelines.

**Please submit this Fundraiser Request application along with copies of materials that will be distributed regarding this fundraiser to the building principal for approval.**

Date: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_  
(Principal, please send to Superintendent's Office)

Date: \_\_\_\_\_ Athletic Director's Signature: \_\_\_\_\_  
(To be signed when fundraiser is athletic team/group related)

Date: \_\_\_\_\_ Superintendent's Signature: \_\_\_\_\_

**Once approved, you will receive communication from the Superintendent's Office. Once sale is completed, you must submit Form 5830 F3 (Report of Fund-Raising Activity-Page 2 of this document) to the building principal.**

**Linden Community Schools  
Final Report of Fund-Raising Activity**

**(Complete within 5 days of end sale & submit to the building principal)**

Name of Organization and/or School Club: \_\_\_\_\_

Name of \*Advisor/Chairperson: \_\_\_\_\_

School Associated with Sale (if any): \_\_\_\_\_

Total Revenues from Sale: \$\_\_\_\_\_

Date Monies Deposited: \_\_\_\_\_

Name of individual responsible for deposit: \_\_\_\_\_

Financial institution of deposit: \_\_\_\_\_  
(i.e. The State Bank, Linden High School Athletics School Acct., etc.)

Name on the account: \_\_\_\_\_

Applicant Name completing this form: \_\_\_\_\_

\*Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Signature of applicant assures that applicant has read the policies/guidelines set forth by the Linden Board of Education and will adhere to those policies/guidelines.**