

**Pecatonica C.U.S.D #321  
Fundraising/Donation Approval Process**

It is the intent of district #321 administration to closely monitor fundraising activities to be conducted under the auspices of the school district. Once approved at the building and district level the activity will be placed on the district calendar in order to avoid a conflict with other fundraising activities.

The administration's role in the fundraising approval process is critical. The building principal and superintendent must be involved in prioritizing the use of funds generated or donated from outside sources. Donations from established groups (PTO, PEF, Fan's Club, Music Boosters, etc.) must be approved by the administration. Funds should not be requested from established groups until the regular school budget has been exhausted in your particular request area.

Approved fundraiser/donation forms will be returned to the staff member making the request. It is the staff member's responsibility to forward the signed approval to the appropriate individual or organization for processing.

**Information to be included in fundraising/donation request. Please forward to building principal:**

1. Name of applicant \_\_\_\_\_
2. Date application submitted \_\_\_\_\_
3. a. Dates of proposed fundraising activity \_\_\_\_\_ to \_\_\_\_\_  
      **OR**  
      b. Group being approached for funding \_\_\_\_\_
4. Curricular or Extracurricular area impacted by the funds generated \_\_\_\_\_
5. Cost of items to be purchased with funds generated \$ \_\_\_\_\_

Description of proposed activity:

Summary of how funds generated will be used:

Rationale for request (why is this a priority at this time?):

PTO Funding requests only: Have you made or do you intend to make within this fiscal year, a funding request from any other source? If so, explain in detail (include amount and date of determination):

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Officer of Club or Organization

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Superintendent's Signature