

SCHOOL FUNDRAISER EVENT APPROVAL



This form is for any event or fundraiser for Kenner Discovery. It must be completed and emailed to Faith Broussard to begin the Approval Process that will place your event on the KDHSA website and KDHSA calendar. The completed form must be submitted at least 2 weeks prior to event.

Organization/Club/Sport Name: _____

Moderator/Coach Name: _____ Email _____

Name of Event Supervisor: _____ Email: _____

Event Name: _____

Event Description: _____

How will funds be raised?

- | | | |
|--|--|---|
| <input type="checkbox"/> Ticket Sales | <input type="checkbox"/> Suggested Donation: | <input type="checkbox"/> Raffle |
| <input type="checkbox"/> Selling Goods | <input type="checkbox"/> Sponsors | <input type="checkbox"/> Offering a Service |

Amount you are selling tickets/goods for \$ _____ Beneficiary of Proceeds: _____

Proposed Event Date: _____ Start time: _____ End time: _____

Event Location (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Discovery Education Center | <input type="checkbox"/> Maine Campus |
| <input type="checkbox"/> Rivertown Campus | <input type="checkbox"/> Vintage Campus |
| <input type="checkbox"/> Off Campus _____ | |

List business name and address

What room(s)/facilities do you require? _____

Who is invited? (check all that apply)

- | | | |
|-----------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Students | <input type="checkbox"/> Parents | <input type="checkbox"/> Public |
|-----------------------------------|----------------------------------|---------------------------------|

If student event, list grade levels included: _____ Other details? _____

-----Signature(s) required-----

Principal Approval

Coach Approval (if athletic fundraiser)

Faith Broussard