

**CENTRAL VALLEY CENTRAL SCHOOL DISTRICT
FUND RAISING REQUEST FORM**

To avoid conflicts between school-sponsored fund raisers, all such fund raisers must be scheduled through the building principal. This includes any event used as a fund raiser (e.g., bake sales, bottle drives, magazine sales, raffles).

_____ Building

_____ Name of Person Making Request

1. Please fill out the following information and submit to the building principal:

Name of School Group: _____

Type of Fund Raiser: _____

Date this request was submitted: _____

Dates of Fund Raiser: _____

Time of Fund Raiser: _____

Group's Advisor: _____

2. Approval or Rejection:

(Building Principal should sign on the appropriate line.)

APPROVAL: _____
Building Principal

_____ Date

List any restrictions: _____

REJECTION: _____
Building Principal

_____ Date

List reason(s) for rejection: _____

Upon approval and confirmation, it is the responsibility of the sponsoring organization to submit other needed forms (e.g. building use request) as needed for this particular activity.

cc: Superintendent
Organization requesting the fund raiser
Athletic Director