

St. Clair School

Fundraiser Application Form



All fundraisers must be pre-approved by the school board/administration. This application will be presented to the appropriate building principal/administration for approval. After approval by the building principal/administration, the request will be presented to the Superintendent and/or School Board.

Fundraisers will be approved annually at the June board meeting. If your group enters into a contract with another party, (i.e. disc jockey), the contract must be approved by the school board. Advisors cannot legally sign contracts.

The fundraiser contact must be accountable for all money and must be available at all fundraising activities. No money may be spent from district accounts until all accounting forms and purchase orders have been approved by appropriate administrators.

Date of Application: _____

Fundraiser Contact Name: _____

Club/ Class/ Group: _____

Contact Phone Number: _____

Contact Email: _____

Description of Fundraiser: *(What will you be doing, is this ongoing for the year)*

Purpose of Fundraiser: *(What will the money be used for)*

Start Date: _____

End Date: _____

Approx. Cost: _____

Approx. Profit: _____

Other helpful information about the fundraiser:

***If using the school building, please contact Julie Jans in the HS office with dates and building use form if applicable.**

Approval of Building Principal/ Director _____ Date _____

Approval of Superintendent _____ Date _____