

Port Orford-Langlois School District

Code: IGDF-AR

Revised/Reviewed:

Fund-Raising Activity Request and Verification

Sample fund raising request form

Please fill out all sections and return to the principal or designee 30 days prior to initiating the fund-raising activity.

Date: _____

Name of individual, group or activity making this fund-raising activity request: _____

Reason for the fund raiser (please be specific): _____

Description of fund raiser¹ (i.e., what is the product, when will it be sold, where will it be sold, who will it be sold to, etc.): _____

Start and end dates for the fund raiser: _____

Anticipated revenue: _____

If this is a joint fund raiser, write down the name(s) of the partner(s): _____

Signature of Individual

Signature - Representative of Organization

☐ Approved – Date: _____

☐ Not Approved – Date: _____

Reason for Denial: _____

Signature of Principal or Designee

Date

Signature of [Superintendent]

Date

¹ If fund raising consists of selling food and beverage items to students during the regular or extended school day, the food and beverage items must comply with state and federal nutrition standards, rules and laws. This does not apply to food and beverage items sold at school-related or nonschool-related events for which parents and other adults are a significant part of the audience. (ORS 336.423)

[Name] School District

Fund-Raising Activity Verification Form

Date: _____

To Whom it May Concern:

The [[] School District] [[] School] does hereby authorize:

(Name of Individual or Group Receiving Authorization)

to sell _____,
(Name of Product/Item for Sale)

for the purpose of raising funds for _____,
(Funds to be Used for)

from (dates) _____ to _____.

Signature of Person Authorizing Sales

Date

Signature of Fund-Raising Coordinator

Date

Any questions regarding this fund-raising activity should be directed to the person authorizing sales.