

NRHEG Public School ISD #2168

Fundraising Request Form

**INTERNAL**



(A new request form must be submitted for each separate fundraising activity. Please print, fill out the form, and submit it to your Department Leader or building administrator.)

Request Date: \_\_\_\_\_

School Year: \_\_\_\_\_

Activity/Organization: \_\_\_\_\_

Is the fundraiser completely run online? YES NO

Does the fundraiser involve a contract that needs School Board approval? YES NO

Does the fundraiser involve the sale of food or beverages during the school day? YES NO

If yes, please also complete the Food Fundraising Form.

Description of fundraising Activity: \_\_\_\_\_

\_\_\_\_\_

Explanation of how funds will be used: \_\_\_\_\_

\_\_\_\_\_

Anticipated/Desired profit: \_\_\_\_\_

Approximate markup of costs to achieve profit: \_\_\_\_\_

Anticipated Expenditures Needed to Operate the Fundraiser (if any): \_\_\_\_\_

\_\_\_\_\_

Have all previous fundraisers been finalized? YES NO

Signatures indicate an understanding and knowledge that all state and local rules must be followed and are the responsibility of the activity/organization. Please contact the NRHEG District Office if additional information is needed.

\_\_\_\_\_  
Activity/Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director (as needed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

The NRHEG School District appreciates outside organizations (i.e. Booster Clubs) involvement and contributions to school-sponsored activities. While the district does not play a decision-making role with outside organizations, it is important that the district is aware of fundraising opportunities and possible connections back to the school district. Please be as thorough as possible in completing this form. We understand that changes occur during the year and additional activities may be added. We appreciate being informed of all fundraising activities that are connected to our name.

School Year: \_\_\_\_\_

Activity/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Cell Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Anticipated fundraising activities for the school year, please include dates of activities: \_\_\_\_\_

\_\_\_\_\_

Fundraising involvement needed by any district staff member during school hours? If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

Will all communication with parents and participants include a statement of responsibility being solely upon by the organization and that the district is not responsible for any sort of fundraising complications, errors, or misunderstandings? YES NO

Is it understood that communication regarding all facets of the fundraising process is the responsibility of the organization and the district should not be contacted as the district is not responsible for any processes of the fundraising activity? YES NO

It is understood that when the fundraiser involves school events, activities, operations, staff members' involvement during school hours, and all things similar, the district will be notified of each situation. YES NO

It is understood that the district will have first rights to all school-sponsored events, activities, and operations for fundraising of any kind and approval must be obtained prior to external organization's involvement at these events. YES NO

It is understood that a fee may be required for the use of school facilities, school equipment, school personnel, or any similar expense. YES NO

It is understood that all state and local rules and regulations must be followed, regardless of past practice. It is also understood that all fines and fees that are given for not following such rules and regulations are the sole responsibility of the organization and not of the district. YES NO

It is understood that violation of state and locale rules and regulations may result in the loss of privilege to utilize school events and activities as a means of fundraising. YES NO

It is understood that it is the requirement of the organization to be aware of and knowledgeable of all state and local rules and requirements and the district is not responsible for the lack of any such knowledge and/or information. YES NO

Signatures indicate an understanding and knowledge the requirements stated above and will be respected and adhered to.

_____	_____
Activity/Organization Representative	Date
_____	_____
Principal	Date
_____	_____
Director (as needed)	Date
_____	_____
Superintendent or Designee	Date

(This form must be completed and submitted at the completion of each fundraiser. Failure to finalize your fundraising may result in future fundraising requests being denied.)

Name of activity	Total Revenue	Total Expenses	Total Profit
Year-to-Date			

Name of activity	Total Revenue	Total Expenses	Total Profit
Year-to-Date			

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Year-to-Date			

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Year-to-Date			

Name of activity	Total Revenue	Total Expenses	Total Profit
Year-to-Date			