

**REQUEST FOR FUNDRAISING ACTIVITY**  
**ROXANA COMMUNITY UNIT SCHOOL DISTRICT NO. 1**

Fundraising activities may be conducted in Roxana Schools under four provisions.

1. The activity is sponsored by a school related organization or classroom teacher;
2. All plans for such activities must be approved in advance, in writing, by the building Principal or Superintendent;
3. Monies from such activities are not to be used for the personal gain of any individual;
4. Sales and/or distribution of products on school property not deemed in the best educational or health interest of the students are prohibited.

**This form must be completed and submitted to the Building Principal if proposed activity is associated with a particular building. If the activity impacts the district, it must be submitted to the Superintendent. No commitments or plans are to be made prior to approval.**

1. Name of **organization or individual(s)** sponsoring proposed activity:

\_\_\_\_\_

2. Describe briefly the proposed activity.
  - a. Who will be involved?
  - b. What will they do?
  - c. Is there a product involved? If so what product?
  - d. Where is the activity to take place?
  - e. What is the purpose of the activity?
  - f. What will be done with the proceeds?
  - g. Special facilities and /or equipment needed

4. If this is a **student project**, this request must be approved by the faculty sponsor.

5. Date submitted \_\_\_\_\_ Signature of Sponsor \_\_\_\_\_

Date activity is to begin \_\_\_\_\_ Date activity is to end \_\_\_\_\_

**Donors Choose Fundraisers:**

- a. Briefly describe the project proposal?

- b. What is the estimated timeline for submission?

- c. What are the materials requested and total project cost?