



YALE PUBLIC SCHOOLS – FUNDRAISING REQUEST FORM

ANY ORGANIZATION/BUILDING/GROUP MUST RECEIVE APPROVAL FROM THEIR (1) BUILDING PRINCIPAL, (2) DISTRICT FUNDRAISING COORDINATOR AND (3) SUPERINTENDENT BEFORE ANY FUNDRAISER CAN BE SCHEDULED. REQUESTS NEED TO BE SUBMITTED AND PROCESSED AT LEAST THREE WEEKS PRIOR TO THE SCHEDULED START OF THE FUNDRAISER. THANK YOU IN ADVANCE.

PROCESS FOR THE APPROVAL TO SCHEDULE A FUNDRAISER

1. The organization requesting approval for a fundraiser completes this form and submits it to the Principal
2. Principal approves fundraiser, signs form and forwards to the district fundraising coordinator
3. Coordinator reviews district fundraising calendar, signs form and forward to Superintendent’s office
4. Superintendent reviews requests, approves and forwards back to coordinator
5. Coordinator schedules the fundraiser and contacts organizations with approval
6. **To schedule, your group must have reported the money collected and profit from your previous fundraiser.**

PLEASE PRINT ALL INFORMATION IN THE APPROPRIATE AREA

Today’s Date:

Building(s):		
Organization Requesting Fundraiser:		
Person Submitting Request:		
Phone Number:		Email Address:
Fundraising Company:	<u>Dates (maximum 2 week selling period)</u>	
Contact Person at Company:	Start of Sale:	
Phone Number:	End of Sale:	
Email Address:	Delivery Date of Goods (if applicable):	
Brief Description of Product/Service: (Please include brochure if applicable)		
Purpose of Fundraiser:		
APPROVAL SIGNATURES	Building Principal:	Date:
	District Coordinator:	Date:
	Superintendent:	Date: