

Fundraising Notification and Approval Request

Use this form to request approval for a fundraising activity. Complete the form and submit a copy to the school principal for final approval. For activities occurring at an FCPS location please submit requests at least four weeks prior to the planned event date.

****IMPORTANT:** Sponsors should not advertise or finalize plans for this event until approval is received from the principal.

Name of Event/Activity:

Event Sponsored by: **School** **School Support Organization**

Participating School:

Name of Class/Team/Group/Organization:

FCPS Staff Member Sponsor for Activity:

Name and Title Organization Representatives

Date(s) of Fundraiser:

Location of Fundraiser (main office, cafeteria, etc.):

Will This Event Involve Student Participation: Yes No

Will this Event Occur During the School Day : Yes No Number of hours: _____

Will this be conducted for the majority of the school day : Yes No If yes – attach RAS approval

Type of Fundraiser: **Sales** **Event** (e.g. Book Fair) **Donations** **Door-to-Door** **Online Campaign**

Other (Specify): _____

Description of Activity (i.e. collection jar, bake sale, etc.):

Intended Use of Proceeds

Other Details:

Contract With Fundraising Vendor: Yes No

If Yes, Name of Vendor: _____

Requester Name (Print):

Date of Request:

APPROVED BY

Principal/Designee Signature:

Date: