



# Fundraising Request

***Request must be received 3 weeks prior to the start of fundraising.  
Approved forms will be returned by email to the address you entered on this form.***

Name of person in charge of fundraiser	School	Date
Email	Phone	

Beneficiary of the fundraiser
Date(s) of fundraiser
Fundraiser description
Will flyers be used for promoting fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, flyer must be approved by the <b>Director of Communications &amp; Marketing</b> prior to distribution. Please email a copy of the flyer to <b>Mark.Snyder@lok12.org</b>
Is fundraiser on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No      Are food sales part of fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, complete section below.
To sell food, you must contact the Oakland County Health Department (248.858.1312) for approval. Date of contact _____
Health Department determination
Does a license need to be issued? <input type="checkbox"/> Yes <input type="checkbox"/> No
If applicable, enter the date the copy of the license will be submitted to the school.

Estimated Revenue	Estimated Expense	Estimated Proceeds
Will money be deposited into a District account? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, list general ledger account number.		
If no, what organization name is on the bank account where deposit will be made?		
<b>Please note, each fundraiser requires that a Fundraising Reporting form be filed within 10 days of the completion of the fundraiser. The form (FR-003) is located on the District's website.</b>		

APPROVAL SIGNATURES	
Building Administrator	Date
Director of Business & Finance (off-site events and non-District accounts only)	Date