**Montabella Community Schools**

**Request for Fundraiser**

**1- Please complete the form and turn it in 10 days prior to fundraiser start date**

**2- Submit to Principal/Athletic Director for initial approval**

**3- Principal/Athletic Director submit to Superintendent for approval.**

 **- Please allow up to 5 business days for approval or denial.**

**School**:

**Group/Sport**:

(If a school wide building fundraiser, name of account you will depositing money into.)

**Submitted by**: **Title**:

(Advisor, Principal, Secretary, Coach, etc.)

**Type of fundraiser**: Sale of Product/Service □ Cash Donations □ Pledge □

 Event (Dance, Golf Outing) □ \*Raffle/50-50□

**\*If Raffle or 50/50 drawing, you must follow the State of Michigan licensing rules**.

 Here is the website to obtain a license: http://www.michigan.gov/cg/0,4547,7-111-34702---,00.html

**Description of fundraiser**:

\* If “Sale of Product/Service”, list company name, products/service being sold, attach brochure if available.

\* If “Cash Donations” or “Pledge”, who will you be asking?

\* If “Event” what type of event and where?

\* If “Raffle/50-50” have you obtained a license from the State of Michigan?

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Purpose of fundraiser: (What are you using the funds raised for?)

 \*Any deviation from the initial purpose of the fundraiser, must be approved by the Superintendent.

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Date(s) of fundraiser:

Expected Profit of Fundraiser (if known): $

Current balance of activity/fundraiser account: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of all supervisors of fundraiser:

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***Principal/Athletic Director: Date:***

Approved: Not Approved: Date:

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Superintendent: Date:***

Approved: Not Approved: Date:

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Placed on calendar □ Send copy back to building □ File □