

FUND RAISING REQUEST FORM
RHINELANDER HIGH SCHOOL

Fundraising by school sponsored activities require prior approval. This form must be submitted at least two (2) weeks prior to the proposed start date. A school approved coach/advisor shall submit this form to the Activities Director or Principal for approval.

Organization: _____ Level(s) of Program Involved: _____

Coordinator: _____ Date: _____

Sponsor: School _____ Booster Club _____ Community Organization _____

Timeline: Proposed Start Date _____ Proposed End Date _____

Start Time _____ End Time _____

Location of Sale: _____

Intended Use of Proceeds:

Service Provided: _____

Product Sold: _____

Company Name: _____

Address: _____

Representative: _____

Is a prize program offered? Yes _____ No _____

If Yes, explain: _____

Quantity Ordered: _____ Cost per unit/item/service: _____

Projected Net Income: _____

Requested By: _____ Date: _____

Do not initiate fund raiser until this form is returned marked "APPROVED".

____ APPROVED

____ APPROVED

____ DISAPPROVED

____ DISAPPROVED

Principal Signature

Activities Director Signature

Comments:

FUNDRAISING REPORT
(To Be Completed After Fundraiser is Completed)

Expenses: _____ Income: _____

(Please itemize): _____

(Attach receipts) _____

Total _____ Total _____

Total Income: _____

Total Expenses: _____

Net Profit: _____

Funds are secured in: _____ School Activity Account (Provide Receipt)

_____ Individual Booster Organization Account (Provide Receipt)

Prepared By: _____

Date Submitted: _____