



# REQUEST TO HOLD A FUNDRAISER

SCHOOL-BASED FUNDRAISERS ONLY

ALL SIGNATURES BELOW MUST BE COMPLETED PRIOR TO COLLECTING OR DISBURSING ANY FUNDS

\*FUNDRAISING REQUESTS ARE DUE AT LEAST 30 DAYS PRIOR TO THE PROPOSED START DATE\*

SCHOOL NAME: \_\_\_\_\_

GENERAL LEDGER ACTIVITY ACCOUNT NAME: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_  
(IF APPLICABLE)

DATE OF REQUEST: \_\_\_\_\_

PROPOSED START DATE & TIME: \_\_\_\_\_

PROPOSED END DATE & TIME: \_\_\_\_\_

ACTIVITY SPONSOR/FUNDRAISING COORDINATOR: \_\_\_\_\_

THIS IS A PTA/501(c)3 SPONSORED EVENT

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DESCRIPTION/TYPE OF FUNDRAISER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ANTICIPATED USE OF FUNDS RAISED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ANTICIPATED AMOUNT OF FUNDS TO BE COLLECTED AND RECEIPT DOCUMENTATION METHOD

REVENUE SOURCE AND RECEIPT METHOD DESCRIPTION (ATTACH ADDITIONAL SHEET(S) IF NEEDED):

AMOUNT:

RECEIPT METHOD:  TRIPPLICATE  TRANSMITTAL LIST  CONCESSION WORKSHEET  PRE-NUMBERED TICKETS  OTHER

IF OTHER, DESCRIBE THE RECEIPT METHOD: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ANTICIPATED AMOUNT OF EXPENSES TO BE DISBURSED

EXPENSE TYPE DESCRIPTION (ATTACH ADDITIONAL SHEET(S) IF NEEDED):

AMOUNT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES INDICATING APPROVAL:

BY SIGNING THIS DOCUMENT, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE POLICY AND ALL PROCEDURES APPLICABLE TO FUNDRAISING ACTIVITIES, AND WILL SUBMIT THE FUNDRAISING PROFIT AND LOSS STATEMENT WITHIN 5 DAYS OF THE COMPLETION OF THE FUNDRAISER.

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

ASSISTANT SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

CASH MANAGEMENT APPROVAL: \_\_\_\_\_

Date: \_\_\_\_\_

DISTRICT ASSIGNED ACTIVITY ID #: \_\_\_\_\_  
(ASSIGNED BY CASH MANAGEMENT)

\*\*\*PLEASE EMAIL THIS FORM TO [DPSCD.FUNDRAISING@DETROITK12.ORG](mailto:DPSCD.FUNDRAISING@DETROITK12.ORG); RETAIN THE ORIGINAL IN THE SCHOOL'S FILE\*\*\*