



FUNDRAISING FORM A: REQUEST TO HOLD A FUNDRAISER

SCHOOL-BASED FUNDRAISERS ONLY

Form A must have approval signatures from principal, Principal Leader, and the Office of Development and Partnerships PRIOR to holding fundraiser. Form B: Profit/Loss Form must be submitted within 5 days of event.

SECTION 1: GENERAL INFORMATION

School: _____

Name of sponsoring group/club: _____

Name and Title of activity coordinator: _____

Number of students participating: _____

Description/Type of fundraiser: _____

Purpose of fundraising activity: _____

Proposed Start Date: _____

Proposed End Date: _____

List all anticipated costs of this activity (supplies and expenses):	
Anticipated profit:	
Do you plan on asking other individuals or organizations to donate supplies and materials for the fundraiser?	
List all individuals or organizations you plan on asking for assistance for the fundraiser.	

Fundraising – Form A (Continues on next page).

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SECTION 2: VENDOR REQUEST

Complete this section **ONLY** if your activity requires the use of a vendor. Please leave blank if there is no vendor involved in this fundraising request.

Fundraising activity: _____

Name of vendor: _____

Name of item(s) to be sold or service(s) performed: _____

Total cost of item(s) to be ordered: \$ _____

Sale price of item(s): \$ _____

Anticipated profit from activity: \$ _____

Where will sales be made? In School Outside of School Both

If outside of school, please describe how and where:

How are sales to be made?

(Select one)

- Pre-sales, money paid with order
 Pre-order, money paid at delivery
 Cash sales only

SECTION 3: REQUIRED SIGNATURES/APPROVAL (NEXT PAGE)

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SECTION 3: REQUIRED SIGNATURES/APPROVAL

REQUIRED SIGNATURES

ALL signatures below must be completed PRIOR to holding the fundraiser. Once the final approval signature is obtained from the Office of Development and Partnerships (Fundraising), a written communication will be sent to the principal and Principal Leader indicating that the fundraiser has been approved.

PLEASE NOTE: Profit and Loss sheet must be submitted to the Office of Development and Partnerships (attn: Denise Jamieson) within 5 days of the fundraiser (contact information below).

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 Form B: Profit/Loss Form within 5 days of the fundraiser.

Principal's Signature _____
Date: _____

Principal Supervisor's Signature _____
Date: _____

Once Principal Supervisor has signed, and to receive final approval, form should be forwarded to Denise Jamieson, Office of Development and Partnerships (Fundraising) via email denise.jamieson@detroitk12.org; hand delivery @ 3011 W. Grand Blvd., 9th Floor. Questions? Call Denise! 313-873-4563

Office of Development and Partnerships Approval _____
Date: _____

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