

**Dunkerton Community School District  
Board Policy No.504.5**

**FUND RAISING/CAMP REQUEST**

Turn in to superintendent for approval prior to the activity/event.

Dunkerton Policy Code No. 504.5: *Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.*

All school organizations wanting to sponsor a fund raising activity must complete the following form and receive the superintendent's approval. Successful activities require advanced planning, thus, an activity request form should be submitted to the superintendent two weeks prior to the activity. The form should be completed by the organization's leader (coach or sponsor), and verified with the signature of the sponsor(s).

**Class or School Group:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Type of Fund Raising Activity:** \_\_\_\_\_

**Supervision/Supervisor(s) for the Activity:** \_\_\_\_\_

**Date(s) of Activity:** \_\_\_\_\_ **Facility to be used:** \_\_\_\_\_

**Projected Start-Up Cost:** \_\_\_\_\_ **Projected Profit:** \_\_\_\_\_

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| <b>Purpose for Funds Raised:</b> |
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**RESPONSIBILITIES OF SPONSOR/TEACHER:**

1. It is the responsibility of the sponsor/coach to be sure each participating adult & student understands the rules and procedures for handling merchandise/cash.
2. The sponsor/teacher will complete any forms required (i.e., Fund Raiser Request/Summary, Facility Use, Purchase Orders, Cash Box/Merchandise Inventory, etc.) and submitted to the Superintendent.

**PROJECTED REVENUE & EXPENSES:**

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| <p><b>Revenue:</b></p> <p>Registration Fees: \$ _____ per student</p> <p># of students: \$ _____</p> <p>Total revenue: \$ _____</p><br><p><b>Total revenue:</b> \$ <input style="width: 100px;" type="text"/></p> | <p><b>Expenses:</b></p> <p>Advertising: \$ _____</p> <p>T-shirts: \$ _____</p> <p>Guest Instructor Fee: \$ _____</p> <p>Other supplies: \$ _____</p> <p>Facility Rental: \$ _____ (if applicable)</p> <p><b>Total expenses:</b> \$ <input style="width: 100px;" type="text"/></p> |
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\_\_\_\_\_  
**Sponsor(s) Signature(s)**

\_\_\_\_\_  
**Sponsor(s) Signature(s)**

\_\_\_\_\_  
**Superintendent's Signature**



