

**East Dubuque Unit School District #119
Fundraising Application Form**

Today's Date _____ (Submit at least two weeks prior to the requested start date)

School Organization: _____

Advisor/Sponsor: _____

Name of fundraising company: _____

Type of fundraiser: _____

Approximate number of students involved: _____

Requested starting date of fundraiser: _____

Requested ending date of fundraiser: _____

Estimated total sales: _____

Percent your organization receives: _____

How will the money you raise be used? _____

- This form must be submitted to the building principal for approval before any plans are made for the fundraiser.
- Invoices, requisitions, and monies generated must be submitted to the appropriate accounting person in a timely manner. Do not keep money in your possession.
- A Fundraising Statement of Revenues and Expenditures must be filed with the principal upon the completion of the fundraiser.
- All monies must be expended through the appropriate school activity account.

----- (Office Use Only) -----

Building Principal's signature: _____

Approved _____ Disapproved _____

Reason(s) for disapproval: _____