

St. Louis Public Schools Fundraising Request Form-Step One

TWO STEPS:

Step One: The fundraising request form is to be completed and submitted to the monthly fund raising committee for approval prior to commencing any student fundraising activity.

Step Two: Immediately upon completion of the fundraising activity, submit a fundraising summary report to the High School Principal.

Report only one fundraiser per form.

Date of Request: _____

Name of person requesting (print): _____

Name of the fundraiser: _____

Building: _____

Club/Organization: _____

Amount of money to be raised: _____

What students (and/or others) will be doing to raise the money: _____

Geographic area in which the fund-raising will take place: _____

How will students be supervised: _____

Description of Fundraiser: _____

Dates of Fundraiser:

From: _____ To: _____

Comments: _____

Requestor Name Signature: _____

St. Louis Public Schools

Fundraising Summary Report Form-Step Two

TWO STEPS:

Step One: The fundraising request form is to be completed and submitted to the monthly fund raising committee for approval prior to commencing any student fundraising activity.

Step Two: Immediately upon completion of the fundraising activity, submit a fundraising summary report to the High School Principal.

Report only one fundraiser per form.

Date: _____

Name of advisor (print) _____

Name of the fundraiser: _____

Club/Organization: _____

Total money collected: _____

Total money spent: _____

Profit: _____

Profit Margin: _____

Comments: _____

Advisor Signature: _____