Wakefield-Marenisco School District

Fundraiser Request Form

Individual Requesting Fundraiser ____________________________________________________

Group / Team / Club (Organization) ____________________________________________________

Date of Request    _____________

Description of Fundraiser  ____________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Purpose of Funds   ____________________________________________________

__________________________________________________________________________

Start Date  _____________

End Date  _____________

Fundraiser Guidelines

✓ Funds collected must be turned into the School Secretary no later than two (2) business days after the fundraiser end date.
✓ Funds turned into the School Secretary must be deposited into the proper account no later than two (2) business days after receipt.
✓ Any items, whether capital or minimal, purchased with funds raised via a fundraiser or funds that previously existed in the organization’s account are District property.
✓ If the proposed fundraiser will take place at an event or in a way that requires multiple students working together at a common time and in a common place, adequate supervision must be provided by the organization’s supervisor.

WM Administration Approval

________________________________________  ________________
(Signature of Administrator)      (Date)

Notes: