

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: