

Fundraising Approval Form



☐ SA – Draper



☐ SA – Independence



☐ SA – Bluffdale



☐ SAHS

Current Date: _____

This form must be completed and submitted by the campus to the LEA a minimum of two weeks before the first proposed date of the planned event. Please do not notify parents or students until you have received written approval.

Name of organization: _____

Name of person supervising fundraising activity: _____

Proposed Date(s) First _____ Second: _____

Estimated cost to your organization

Item: _____ Cost: _____

Item: _____ Cost: _____

Total: _____

Projected Profit: _____

Pre-Planned use for proceeds: _____

Describe in detail the event: (location, times, audience, logistics, etc.) Attach extra sheet if necessary.

List vendors involved: _____

if Yes; Please attach Certificate of Insurance:

Will students, staff, or others be solicited on school property? _____ If so, provide detailed explanation: _____

Is a signed contract required? _____ If so, please attach for approval (Performance Agreement).

*The purpose of this form is to prevent multiple organizations from conducting fundraisers at the same time and to meet other requirements. (ie: Insurance, Contracts).

For Office Use Only

☐ Approved

☐ Denied

☐ Approved with the following conditions or days: _____

Business Administrator Signature: _____ Date: _____