



Reynolds High School Fundraiser Request Form

Form must be submitted two weeks prior to start of fundraiser

Name of Group: _____ Today's date: _____

When will fundraising begin? _____ When will fundraising end? _____

Does this fundraiser require use of a school facility? Yes No

If yes, you must also submit a Facility Request Form

Description of fundraising activity/product: _____

Purpose of fundraising (What will the funds be used for?) _____

How much money is to be raised? _____ How many students will be involved? _____

Who will supervise and take responsibility for the fundraising? _____

Who will keep records of receipts and payments of the funds? _____

Comments: _____

Advisor/Coach Signature: _____ Date: _____

Student Representative Signature: _____ Date: _____

If necessary, Money Box must be requested from bookkeeper three (3) days prior to date needed.**

Office Use Only

Fundraiser Approved Fundraiser Denied

Copy sent to: Requestor Activities
 Athletics Main Office Reception
 Other: _____

Date Received: _____ Reviewed By: _____

Signature: _____ Date: _____

**Approved copy of this form must be submitted to bookkeeper to be given a money box