

Fund Raising Approval/Staff Building Use Form

Club/Organization: _____ Date Submitted: _____

Day/Dates of Activity: _____ Coach/Advisor in Charge: _____

Room or Facility to be used: _____ # of people expected: _____

Time facility is needed (start to finish): _____

Purpose of Activity:

Project Details (What do you need?) (Example – tables needed in gym):

*******THIS FORM MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO EVENT *******

Approvals:

1. _____ Assistant Princ./Athl/Activities	_____ Approved	_____ Disapproved	_____ Date
2. _____ Building Principal	_____ Approved	_____ Disapproved	_____ Date
3. _____ Superintendent	_____ Approved	_____ Disapproved	_____ Date