

**Application for Fund-Raising Projects - Approval Form** - (updated 3/9/2020)

Please complete the information requested below and forward this form to the Office of the Superintendent of Schools for approval no later than one month prior to the money-raising project. This form is to be used by all groups (booster clubs, parent organizations, faculty, all groups within the school and the school itself) for any money-making projects.

- If event is on a non-school day, contact Facilities Use (508-888-3312) to reserve your space
- If event is on a voting day, please contact the Sandwich Town Clerk's Office for approval

Contact Name: \_\_\_\_\_ Date \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Fund-raiser: \_\_\_\_\_

Location of Fund-raiser: \_\_\_\_\_

Date & time frame of the Fund-raiser: \_\_\_\_\_

Description of Fund-raiser (Please describe exactly how funds are being raised):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of students involved: \_\_\_\_\_

Expected amount of money to be raised: \_\_\_\_\_

Signatures: \_\_\_\_\_

Group or Club

Date

Building Principal

Date

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_ Superintendent of Schools Date