

2017-2018 CLASS OR CLUB ACTIVITY/FUNDRAISER APPLICATION

Application Date: _____

YOU MUST COMPLETE THE ENTIRE FORM AND OBTAIN APPROVAL AT LEAST 2 WEEKS BEFORE THE EVENT. ONCE APPROVAL IS GRANTED, THE EVENT MUST BE SCHEDULED IN SCHOOL DUDE IF APPLICABLE.

1. Name of Event: _____ Type of Event: Activity___ Fundraiser ___

2. Date of Event: _____ Starting Time: _____ Ending Time: _____

3. Group Sponsoring Event: _____

4. Faculty Member in Charge: _____

5. Number of Chaperones: Faculty___ Parent(s) ___ N/A___
(A list of chaperones must be turned into the office prior to the event, if applicable)

6. Briefly Describe Event: _____

7. Location of Activity: _____

8. Will you advertise? Yes___ No___ If yes, how? _____

9. Will an administrator need to be present? Yes___ No___

10. Faculty member in charge is responsible for the banking deposits if applicable. Deposits must be in a sealed envelope with the club name designated on the outside. Please see the Green & White deposit slip for further instructions.

11. Have transportation arrangements been made, if needed? Yes___ N/A___

12. If the event is a bake sale, the Director of the School Cafeteria needs to sign off:

Signature of Director _____

13. If applicable, contact the Dover Police Department to hire officers for the event. Yes___ N/A___

14. Advisor's Signature: _____ (Please make it legible, thanks)

*****SUBMIT THIS FORM TO THE PRINCIPAL'S SECRETARY.*****

Approved: _____ **Denied:** _____

Reason for Denial: _____

Principal's Signature: _____