

PROSPECT SCHOOL DISTRICT #59  
P.O. BOX 40  
PROSPECT, OREGON 97536  
(541) 560-3653

**FUNDRAISING / ACTIVITY REQUEST FORM**

- Fundraising activities cannot take place without prior approval
- Complete one form for each activity
- Submit the completed form to the principal at least 2 weeks prior to the start of the activity.
- If your fundraiser involves food sales, this request is subject to additional approval by the kitchen staff and school board. Please allow additional time for those approvals.
- Please note: This form is NOT for PTAs, Booster Club, etc. They need to use a Facility Use Form.

Team/Club/Class Name \_\_\_\_\_  
Date(s) of fundraiser-Start: \_\_\_\_\_ End: \_\_\_\_\_

What kind of fundraiser is it? Describe

Will food be sold to student at this event? Yes \_\_\_\_ No \_\_\_\_  
(If yes)- provide detail on what is being sold. (example: granola bars, cookies, soda, etc.)

Will you need a cash box? (Request 1 week before activity) \_\_\_\_\_

What is the money being raised for?

Where will this fundraiser take place?

Will you need keys? \_\_\_\_\_ To what? \_\_\_\_\_

Who will supervise the activity and the clean-up? \_\_\_\_\_

AGREEMENT: The person who signs this agreement is responsible for the appropriate use of the facility/equipment and is responsible for any keys issued.

Advisor/Coach's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_

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**DISTRICT APPROVAL**

APPROVED ( )

DENIED ( ) Explain: \_\_\_\_\_

Approved by \_\_\_\_\_

Copies to: Business office  Maintenance   
Requester  Music/Sound   
Kitchen  Other \_\_\_\_\_