

North Adams Public Schools
Student Fundraising and Donation Drive Permission Request Form

Sponsoring Teacher/Advisor: _____

Position/Role of Sponsor: _____ Date of Request: _____

Describe the activities that will be done to raise money or goods. Please specify who will do each activity:

Is the fundraiser associated with a class or school group? Yes No Who? _____

Has the fundraiser been approved as a Service-Learning Project*? Yes No
(*The S-L Mini-Grant Application or S-L Project Permission Form must be submitted to the S-L Coordinator)

What is being raised? Money Goods (describe) _____

Who will be the beneficiary of the funds or goods? _____

Who will be doing the fundraising or donation drive? Faculty/Staff Students Parents Other _____

From whom are money or goods sought? Faculty/Staff Students Parents Other _____

Who will be responsible for collecting funds or goods, storing, and maintaining documentation?

If raising funds, where will funds be deposited? _____

Is the fund-raiser a memorial? Yes No
(If yes, the proposal must be consistent with crisis management protocol)

How will the fund-raiser be promoted? school posters school announcements community posters social media (specify) _____ *Note- the use of school email to solicit donations is not allowed. Any direct solicitation of employees or students must be approved by school committee.

Start Date: _____ End Date: _____

As the sponsor of this fund-raiser,

- I agree to conduct this fund-raiser in compliance with district policies.
- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will exercise strict control over all products in my possession.

Sponsor Signature: _____

	Approved	Denied
Principal _____ Date _____	<input type="checkbox"/>	<input type="checkbox"/>
S-L Coordinator _____ Date: _____ (if Service-Learning)	<input type="checkbox"/>	<input type="checkbox"/>
Superintendent _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
School Committee _____ Date: _____ (if deemed necessary per SC policy by superintendent)	<input type="checkbox"/>	<input type="checkbox"/>

AFTER REVIEW, RETURN SIGNED COPIES TO 1. Sponsor 2. School Office for entry into fund-raising calendar/log