

# Maple Heights City Schools Fundraiser Request Form

For this activity or project to be approved, it must have been listed on the organization's Purpose Statement. Remember to enter your requisition and get an approved purchase order number before any order is placed. If you need to use the gym, cafeteria or any other building location, please complete a building permit request.

Today's Date: \_\_\_\_\_ School: \_\_\_\_\_  
 Organization: \_\_\_\_\_

Description of activity/event:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Monetary Goal: \_\_\_\_\_

### ANTICIPATED EXPENSES

Estimated costs of goods or service to the district:	0.00
Estimated other costs:	0.00
Total cost to hold event/fundraiser:	\$0.00
Estimated revenue to be collected:	0.00
Estimated profit:	\$0.00

***Submit this form at least three weeks prior to your activity. If using tickets, complete a Ticket Accountability Form.***

Activity Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
 Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
 Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_