

FUNDRAISER APPROVAL FORM

All fundraising will be approved in advance by the school.
Please complete this form and return it to the ECA office for approval.

Please ensure these basic guidelines are followed when planning for a fundraiser event

- 1) The fundraiser purpose is directly to support ECA
- 2) The organizers ensure the ECA office staff are not tasked
- 3) The organizers MUST turn in form to Events Director for date approval
- 4) Administration will review form for approval (only after date approval)
- 5) Copy of form and Event Request may be picked up from Events Director
(Calendar postings are added only after Event Request approval)
- 6) The organizers will follow the required Purchase Order approval process, with the main point of contact interacting with the finance office.
- 7) The organizers will ensure 5 days advance notice to the finance office for cutting checks

This form must be submitted at least 2 weeks prior to the beginning of any portion of the fundraiser
(INCLUDING CONTACTING OUTSIDE ENTITIES FOR SUPPORT OF ANY KIND)

Please make sure to fill in all areas. Form will NOT be approved without all necessary information.

Organizer's Name: _____ **Phone no. (home/cell) :** _____

Email: _____ **Days/Evening available:** _____

How do you prefer to be contacted? (Circle all that apply) **Phone** **Text** **Email** **Facebook**

Fundraiser Name: _____ **Total Amount you hope to raise:** _____

Today's Date: _____ **Fundraiser Start Date:** _____ **Fundraiser Finish Date:** _____

Fundraiser Purpose: _____

Fundraiser Activities: _____

Date(s) approved by: _____ ECA Events Director
--

Soliciting Donations

Local area business may NOT be solicited for donations of any kind unless this form has been returned AND approved by ECA.

Name of Business(es) to solicit (List all businesses): _____

Items Requested from Business: _____

ECA Approval Signature: _____ **Approved** _____ **Denied** _____