



REGION OFFICE APPROVAL FOR FUND-RAISING ACTIVITY (COMMUNITY SALES)

_____ (Activity No.)

_____ (School's Name)

_____ (Sponsoring Class/Club)

_____ (Description of Activity)

_____ (Purpose of Activity)

_____ [Duration/Time Frame for Activity (Dates, Times - To and From)]

_____ (Place/location where sales/collections will take place.)

TRAVEL *

Are any funds generated by this fund-raising expected to be used on travel? No Yes

Will sponsor be accompanied by students on this travel? No Yes

Travel Location _____

Expected Travel Date _____ Expected Travel Expenditure \$ _____

Our school requests Region Office authorization to conduct this fund-raising activity, which is expected to involve sales, and/or collection of funds outside of school grounds (community sales). School Board Rule 5830 will be observed.

_____ (Faculty/Staff Supervising Fund-raiser
Signature)

_____ (Date)

_____ (Activities Director's Signature if applicable)

_____ (Date)

_____ (School Treasurer's Signature)

_____ (Date)

_____ (Principal's Signature)

_____ (Date)

_____ (Region Office Assistant Superintendent's
Signature)

_____ (Date)

NOTE

*** This is not an authorization to travel. Separate documentation must be submitted as required. Signed Approval Form for fund-raisers must be kept by Treasurer with the Student Activity Operating Report. This form must be accompanied by FM-1018.**