



## Oxford Public Schools Fundraiser Request Form

(Requests for fundraisers must be submitted for approval to the Superintendent 15 days prior to the fundraiser activity)

**Name of Fundraiser:**

**Date(s) of Fundraiser:**

**Time(s) of Fundraiser:**

**Date of Request:**

<b>School</b>	Oxford Center School	
Place and X next to the School(s)	Oxford High School	
	Oxford Middle School	
	Quaker Farms School	

Club/Organization Name:
or Booster Club
or PTA
or Other Organization:

<b>Description of the Fundraiser:</b>	
<b>Number of Students Involved:</b>	
<b>Describe how students will be participating in this fundraiser:</b>	
<b>Anticipated Expenses needed up front for this fundraiser:</b>	
<b>Anticipated revenue collected from this fundraiser:</b>	
<b>Describe how funds will be collected:</b>	
<b>Describe how funds will be recorded and receipts provided:</b>	



<p><b>Describe method of storing the collected funds during the day (through depositing into the bank account)</b></p>	
<p><b>Will any petty cash be needed to provide change? If so, how much?</b></p>	
<p><b>What will the funds collected be used for?</b></p>	
<p><b>When will the funds collected be used?</b></p>	
<p><b>If funds are not fully used for the original intended purpose, what will the plans be for these funds?</b></p>	
<p><b>Has this fundraiser been done previously? If by another organization, why is your organization doing this fundraiser at this time and who did you speak to at the other organization?</b></p>	

*Attach copies of all fundraiser publicity and communications that will be used to advertise the event. Each one will need to be approved by the Principal and the Superintendent or Designee.*

Approval Routing			
Approved by Principal		Date:	
Approved by Superintendent/ Assistant Superintendent		Date:	