



School: \_\_\_\_\_

**WOODLAND PARK SCHOOL DISTRICT RE-2  
FUNDRAISING PROPOSAL**

Your organization must complete and present this proposal to the Athletic or Activities Director (MS/HS) or Principal (Elem.) prior to commencing any and all fundraising events. The AD and Principal will evaluate the proposal and approve or deny the request. A complete financial report must be submitted by your organization within two weeks of completing the fundraising event. If it is an ongoing fundraising event, submit a financial report quarterly.

*NOTE: Any flyer(s) distributed within the District and any proposal that involves solicitation of sponsorships or donations from local and regional businesses must obtain additional District approval*

**Organization/Club Name:** \_\_\_\_\_ **Requester Name:** \_\_\_\_\_

**Requester Email:** \_\_\_\_\_ **Requester Phone #:** \_\_\_\_\_

**Name of Fundraiser:** \_\_\_\_\_

**Event Information:**

**Dates of Event:** \_\_\_\_\_

**Times of Event:** \_\_\_\_\_

**Location/Facility Details:** \_\_\_\_\_

**Event Setup/Tear-down Requirements (Custodian cannot be waived):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Projected Costs Incurred:** \_\_\_\_\_ **Projected Revenues:** \_\_\_\_\_

**Fundraiser Details (product/services offered, specific purpose, etc.):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Building Administrator Signature      Date

Approved       Denied

\_\_\_\_\_  
Director of Business Services Signature      Date

Approved       Denied

*Financial Report Due:* \_\_\_\_\_

*Financial Report Received:* \_\_\_\_\_

*Date Posted on Fundraising Calendar by Business Services:* \_\_\_\_\_