NHSBFAA Fundraiser Approval Form

must seek approval before planning fundraiser

Date Submitted: _____

Per the NHSBFAA Fundraising Policy, this form must be submitted to the office for approval before any fundraiser may be conducted. There is a requirement that the Team Liaison of the NHSBFAA, after consulting with the VP of Fundraising and informing the Principal (or the Principal's Designee) of the request, will respond with approval or denial within 2 business days.

1. Name of Fundraiser: _____

2. Project Leader / Submitted By: _____

3. Phone Number: _____   Email: _____

4. Proposed Dates and Times of Fundraiser_____

5. Fundraiser Description (describe briefly) ?):_____

   _____

6. Name and Contact of Vendor_____

7. Purpose of Fundraiser (what will funds be use for?):_____

   _____

8. Fundraising Goal (how much do you hope to raise?): _____

9. What area of the school do you intend to use, if any?: _____

10. What help or support do you need from the NHSBFAA? _____

    _____

*Office use below this line*_____
Please track the progress of this request using the check boxes in sequence below.
  Name and Date required at the time of each checkmark...can be confirmed verbally or via email.

Request received by Team Liaison: ____ Name and Date_____

Request received by VP Fundraising: ____ Name and Date_____

Request received by Principal: ____ Name and Date_____

Request approved/denied (Review by Principal if denied process ends): _____

Request approved/denied by the Board (communicated to Principal by Board President)_____

STATE DECISION TO APPROVE OR DENY HERE (reason for denial): _____

_____

_____

_____