

**SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS  
FUNDRAISING / FEE COLLECTION REQUEST FORM**

FORM TO BE USED FOR ALL COLLECTIONS OF MONEY BY SCHOOL STAFF, ADVISORS AND SCHOOL-RELATED GROUPS.

**THIS FORM (WHEN COMPLETED) IS DUE TO THE BUSINESS OFFICE, VIA THE SCHOOL PRINCIPAL, 10 DAYS BEFORE THE FUNDRAISER / FEE COLLECTION BEGINS. NO EXCEPTIONS**

Date Submitted: \_\_\_\_\_ Individual Submitting Application: \_\_\_\_\_

Organizing Class/Club/Sport/Activity: \_\_\_\_\_

**Class/Club Advisor/Coach/Activity Advisor Information:**

Printed Name: \_\_\_\_\_ Approval Signature: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Beginning date for fundraiser/fee collection: \_\_\_\_\_ Ending date: \_\_\_\_\_

Fee collection, dollars per student: \_\_\_\_\_ If collection for event, date of event: \_\_\_\_\_

**If a sport**, have you requested items to be purchased from Assistant Principal for Athletics? \_\_\_ Yes \_\_\_ No

Tangible purpose of Fee Collection/Fundraiser: (Field Trips, clothing, donation, etc.) \_\_\_\_\_

\_\_\_\_\_

=====COMPLETE FOR FUNDRAISERS ONLY=====

Full description of fundraiser: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What is the monetary goal? \_\_\_\_\_

List the Target Audience (Parents, Students, Extended Community)? \_\_\_\_\_

\_\_\_\_\_

Who Will Receive the funds raised? \_\_\_\_\_

Is this an activity that requires licensing? (ex: raffle sales) \_\_\_ Yes \_\_\_ No

Food sold after school must be in agreement with the District Nutrition Policy. If the food is not (ex: high sugar/fat content) the sale must start at 2:45 PM.

**Approved by:**

Principal: \_\_\_\_\_ Date \_\_\_\_\_

Business Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**AFTER RECEIVING THE APPROVAL OF THE PRINCIPAL, PLEASE SEND FORM TO BUSINESS OFFICE FOR ENTRY INTO ONLINE PAYMENT SYSTEM.  
A COPY OF THIS FORM WILL BE RETURNED TO THE REQUESTING ORGANIZATION/CONTACT PERSON TO SERVE AS CONFIRMATION OF APPROVAL.**