

# West Bend School District Fundraising Authorization Form

(Please print legibly)

Name of co-curricular/club/team: \_\_\_\_\_

School(s) benefitting:  District  East  West  Badger  Silverbrook  
 Decorah  Fair Park  Green Tree  Jackson  McLane  Rolfs

Name of co-curricular teacher/advisor/coach: \_\_\_\_\_

Proposed dates of fundraiser: \_\_\_\_\_ through \_\_\_\_\_

Location of fundraiser:  School Only  Community Only  School and Community

Describe the fundraiser: \_\_\_\_\_

\_\_\_\_\_

# of students involved \_\_\_\_\_ Cost of items sold: \_\_\_\_\_ Anticipated revenue: \_\_\_\_\_

Anticipated use of revenue: \_\_\_\_\_

\_\_\_\_\_

Describe student involvement: \_\_\_\_\_

\_\_\_\_\_

Does this fundraiser involve parents/volunteers:  Yes  No

Describe parent/volunteer involvement: \_\_\_\_\_

\_\_\_\_\_

Does this fundraiser involve the sale of food/beverages?  Yes  No

If "Yes" is selected and food will be sold and consumed during the school day (including up to 30 minutes after dismissal), this form must also be forwarded to the Director of Food Service for approval.

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The requester (teacher/advisor/coach) submits the above request to the athletic director and/or principal for review and approval. **PLEASE INCLUDE ANY HANDOUTS OR PROMOTIONAL MATERIALS USED IN FUNDRAISING.** If approved by the principal, the request will be forwarded to the assistant superintendent for final approval.

However, if food will be sold, served, delivered, or consumed on school property during the school day—including up to 30 minutes after the school day ends—it must first be approved by the Director of Food Service before proceeding to the assistant superintendent.

If approved by the assistant superintendent, the fundraiser is authorized to take place.

The request will be reviewed by a member of the administration within five (5) days of submission. Questions, concerns, or requests for clarification will be directed to the requester.

This form MUST be completed and have full administrative approval before entering into any agreement with a vendor or beginning any solicitations.

Only activities that are part of the school's student activity program will be permitted to engage in fundraising activities.

Any extracurricular activity requesting a fundraising project must have an established student activity account. All incoming and outgoing funds MUST be handled through the school's administrative assistant or bookkeeper.

If a contract with an outside vendor is required, please attach the unsigned contract to this form.

All food fundraisers occurring during school hours MUST be tracked by the administrative assistant/bookkeeper using the DPI-approved "Exempt Fundraiser Tracking Sheet." Each student group is allowed two food fundraisers per year, not to exceed 10 consecutive days per event. **This limit applies only to food fundraisers that take place on school property.**

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Advisor/Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for all applications)

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If benefitting a HS sport or Co-curricular/Club)

Director of Food Service: \_\_\_\_\_ Date: \_\_\_\_\_  
(If food will be sold, served or delivered on school property)

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for all)

Assistant Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required if the fundraising activity takes place in the community or beyond student activity membership, i.e school fundraiser)