

*Sierra High and Junior High School*  
**Activity Fund Raising Request Form**

All Fund Raisers/Activities MUST be cleared with the Principal's Office PRIOR to ordering or purchasing any items or scheduling events. Please fill in any information that is applicable.

Group Name \_\_\_\_\_ Date(s) of Fund Raiser/Activity \_\_\_\_\_

Sponsor Name \_\_\_\_\_ Account Name \_\_\_\_\_

Proceeds to be used for: \_\_\_\_\_

How are you raising the money? \_\_\_\_\_

If ordering a product to sell, who are you ordering from? \_\_\_\_\_

Number of students involved \_\_\_\_\_

Amount of projected income \_\_\_\_\_

Cost of items to be sold \_\_\_\_\_

Projected profit \_\_\_\_\_

*Check appropriate box below and obtain necessary signatures **before** turning in to the Principal's Office for approval.*

Athletic Group \_\_\_\_\_  
Signature of Coach / Athletic Director

Co-Curricular Activity \_\_\_\_\_  
Signature of Advisor / Department Head

**IMPORTANT: PLEASE READ BEFORE SUBMITTING FORM TO PRINCIPAL:** Purchase orders must be requested through the financial secretary for all items (supplies, merchandise, buses, decorations, bands, services, etc.) that need to be ordered for the event / fund raiser listed above. Without an approved purchase order, no payment will be made to vendor. Person making such an order will be financially responsible for payment if approved procedure is not followed. All money must go through the financial secretary.

Upon final approval, event will be placed on calendar

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Principal