



## ACCESS CENTER APPROVAL FOR FUND-RAISING ACTIVITY (COMMUNITY SALES)

\_\_\_\_\_ (Activity No.)

\_\_\_\_\_ (School's Name)

\_\_\_\_\_ (Sponsoring Class/Club)

\_\_\_\_\_ (Description of Activity)

\_\_\_\_\_ (Purpose of Activity)

\_\_\_\_\_ [Duration/Time Frame for Activity (Dates, Times - To and From)]

\_\_\_\_\_ (Place/location where sales/collections will take place.)

### TRAVEL \*

Are any funds generated by this fund-raising expected to be used on travel? No  Yes

Will sponsor be accompanied by students on this travel? No  Yes

Travel Location \_\_\_\_\_

Expected Travel Date \_\_\_\_\_ Expected Travel Expenditure \$ \_\_\_\_\_

**Our school requests ACCESS Center authorization to conduct this fund-raising activity, which is expected to involve sales, and/or collection of funds outside of school grounds (community sales). School Board Rule 6Gx13- 1C-1.10 will be observed.**

\_\_\_\_\_  
(Faculty/Staff Supervising Fund-raiser  
Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Activities Director's Signature if applicable)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(School Treasurer's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(ACCESS Center Assistant Superintendent's  
Signature)

\_\_\_\_\_  
(Date)

### NOTE

\* This is not an authorization to travel. Separate documentation must be submitted as required. Signed Approval Form for fund-raisers must be kept by Treasurer with the Student Activity Operating Report. This form must be accompanied by FM-1018.