

# ELCO HIGH SCHOOL REQUEST FOR ACTIVITY/FUNDRAISER

*This form must be submitted two weeks in advance of the requested activity.*

Organization \_\_\_\_\_

Proposed Activity \_\_\_\_\_

Purpose of Activity \_\_\_\_\_

Fundraiser?  YES  NO

Start Date \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m.

End Date \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m.

Location \_\_\_\_\_ *(Complete "Use of Facilities" request if the event is on ELCO School District property. Please request any equipment or custodial services needed.)*

Admission to be charged?  YES  NO If yes, indicate amount: \$ \_\_\_\_\_  
*For all dances, a list of approved chaperones (minimum of six) must be submitted to the Assistant Principal by the Monday before the dance. Failure to submit list will result in cancellation of the dance.*

Item or material to be sold: \_\_\_\_\_

Vendor: \_\_\_\_\_

Purchase price: \$ \_\_\_\_\_ Requested selling price: \$ \_\_\_\_\_

Will the organization purchase the item upfront and then resell it?  YES  NO

\*\*\*If yes, sales tax needs to be collected and paid to the state\*\*\*

**Contact Information for Organization Representative Responsible for the Event:**

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

*If permission is granted, we guarantee to make all necessary arrangements, return borrowed equipment, and clean immediately following the activity. Faculty advisor(s) assumes total responsibility for the conduct of attendees and the enforcement of rules and regulations relative to use of school facilities.*

\_\_\_\_\_  
Advisor's or Contact's Signature

\_\_\_\_\_  
Date Submitted

**\* Please remember to submit an activity summary sheet at the completion of your activity/fundraiser.**

Approved  Denied Comments: \_\_\_\_\_

\_\_\_\_\_  
Assistant Principal's Signature

\_\_\_\_\_  
Date