

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" form if on ELCO School District property. List any equipment or custodial services needed on the form.)

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: \$ _____

(Remember that sales tax must be collected for any taxable item that is resold.)

Contact Information for Organization Representative:

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 Signature

Date Submitted

Approved Denied Comments: _____

Assistant Principal's Signature

Date