

# Fundraiser Request Form

This form must be submitted to the Board of Trustees Fundraising Committee for approval. Forms may be dropped at the high school or submitted via email to [tccsaints@cdeducation.org](mailto:tccsaints@cdeducation.org). The fundraising committee will review and provide a response in 5 business days. This process must be followed by ALL school groups and organizations.

Date: \_\_\_\_\_ School: TCC Jr/Sr HS ..... TCCES ..... ICS ..... Organization: \_\_\_\_\_  
(circle one)

Fundraiser Coordinator: \_\_\_\_\_ Phone/Email \_\_\_\_\_

Fundraiser Start Date: \_\_\_\_\_ Fundraiser End Date: \_\_\_\_\_

Describe the fundraising activity.

---

---

What is the reason for the fundraiser and what the profits will be used for?

---

---

Is this an annual fundraiser? Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated Number of Adult Volunteers \_\_\_\_\_ Estimated Number of Student Volunteers \_\_\_\_\_

Will sponsors be sought? Yes \_\_\_\_\_ No \_\_\_\_\_

*If Yes, please provide more information below or attach a separate list ... who, what sponsorship money is for, how much are you asking for and any other details.*

---

---

Total Estimated Time Commitment (in hours): \_\_\_\_\_

Estimated Expenses: \$ \_\_\_\_\_ Estimated Revenue: \$ \_\_\_\_\_ Estimated Net Profit: \$ \_\_\_\_\_

Supplies to be Purchased: \_\_\_\_\_

Vendor(s): \_\_\_\_\_

**Note: All financial reporting, budgets, purchases, and deposits must be made through the organization treasurer and school financial officer.**