Port Huron Area School District
Request for Fundraiser Activities

This form must be completed by the person responsible for the fundraiser and submitted to the building principal for approval. The building principal must forward the form to the Executive Director for Operations for final approval. Once approved, a copy will be returned to the building to be kept on file. Please print clearly. *Note: No fundraising activity can begin, or contract entered into with a vendor, until the form has been approved and returned by the Executive Director.*

School: _____ Date: _____

Group to Profit: _____

Advisor (should be the person completing form): _____

Advisor's email/phone number: _____

Date(s) of Activity: _____

Description of Activity (attach any supplemental information explaining details and vendor information):

_____

_____

_____

Intended Use of Funds: _____

_____

_____

Advancement of funds to buy product (if any) $_____

Source of advanced funds _____

Expected profit of fundraiser (if known) $_____

Names of all supervisors of activity (advisors, chaperones, custodians, etc.):

_____

_____

_____

Signatures: _____
(Advisor) Date

Approvals: _____
(Building Principal) Date

_____
(Executive Director) Date

Please Note:

- Raffle Licenses must be obtained to hold any raffle.
- In all instances, to be exempt from sales tax, purchases must move directly from the funds of the exempt non-profit organization. (PHASD would have to purchase the items under the terms of its license.)