

Livingston High School

Fundraising Request Form

Date Submitted: _____

Organization: _____

Date(s) of event: _____ Time of Event: _____ to _____.

☐

Advisor: Check box to indicate that you have scheduled the date on New Meeting Request
(Approval will not be given without this being completed.)

Fundraiser:

☐

Food Sale



Specify food:

☐

Bake Sale

☐

Other (specify)

☐

Apparel Sale



Specify apparel:

☐

Other (specify)

Purpose of Fundraiser: _____

Company information: If purchasing a product to sell

Company Name and Address	
Contact Person and Phone Number	
Quantity to be ordered	
Cost per/unit	
Proposed sale price per/unit	

Coach/Advisor (Please Print and Sign): _____

Approval of Athletic Director (for sports teams): _____

Approval of Bronawyn O'Leary, Assistant Principal:

Conditions for approval :

Livingston High School

Fundraiser Completion Form

(This form must be completed and given to Mrs. O'Leary at the conclusion of the fundraising event in order for future fundraising events to be approved.)



Organization: _____

Date of Event: _____

Item	Number/Amount sold	Unit Price	Total Money Collected
EXAMPLE: Class T-Shirts	20	\$10	\$200

Total Money Collected: \$ _____

Profit for Club: \$ _____

Coach/Advisor: _____

Signature

Date: _____



For Office Use Only:
Entered into database