

NORTH READING PUBLIC SCHOOLS

APPLICATION FOR PERMISSION TO CONDUCT FUND RAISING ACTIVITY

Name of Organization:	
Address:	
Contact Person:	
Phone:	
Email:	

Instructions for Application:

1. Fundraiser completes application and submits to building Principal or Athletic Director if you are a Coach or an Athletic Team.
2. Principal/AD approves activity and provides a signed copy to the Director of Finance and Operations.
3. Director of Finance reviews and once approved adds activity to the districtwide fundraiser calendar.
4. After activity is complete, fundraiser submits deposit monies and record to Principal within 48 hours of the event.
5. Principal provides copy of any applicable deposit forms to Business Office.

Date of Activity:	Describe Activity:	Purpose of Activity:	On-Line Site (If Applicable)	Fundraising Goal Amount

Athletic Director: _____

Date: _____

Principal Approval: _____

Date: _____

Director of Finance

and Operations Approval: _____

Date: _____