

DELAWARE VALLEY REGIONAL HIGH SCHOOL

Fundraising Form

*****IMPORTANT*****

ALL FUNDRAISERS REQUIRE APPROVAL BEFORE THEY TAKE PLACE
PLEASE PLAN ACCORDINGLY

Form Instructions: Please initial and date on reverse side of form following each step of the process.

1. Teacher, coach or advisor submits a completed form to their Supervisor
2. Supervisor approves request and identifies if the fundraiser is appropriate
3. Supervisor submits form to the Athletic Director who will check the facility calendar
4. Athletic Office approves form and forwards it to Principal's Office for final review
5. The Principal submits a copy of the form to the Board Secretary

THIS FORM WILL NOT BE PROCESSED IF INFORMATION IS INCOMPLETE

Step #1

TEACHER/COACH/ADVISOR: _____ DATE OF REQUEST: _____

DEPARTMENT: _____ DATE FUNDRAISER: _____

**(Note: FOUR weeks advance notice required
Availability NOT guaranteed with less notice)**

DESCRIPTION: _____

COMPLETE PHYSICAL ADDRESS WITH ZIP CODE: _____

ACCOUNT FUNDS WILL BE DEPOSITED INTO: _____

PHONE #: _____

CHAPERONES OR KEY CONTACTS: _____

JUSTIFICATION: _____

SUPERVISOR'S SIGNATURE: _____ Date _____

ATHLETIC DIRECTOR'S SIGNATURE: _____ Date _____

PRINCIPAL'S SIGNATURE: _____ Date _____

BOARD ADMINISTRATOR'S SIGNATURE: _____ Date _____

**This form must be distributed in the following order.
Please initial each step before you pass it on to the next person.**

DATE RECEIVED/FORWARDED

1. _____ Teacher/Advisor/Coach _____/_____
2. _____ Supervisor _____/_____
3. _____ Athletic Director _____/_____
4. _____ Principal _____/_____
5. _____ Business Administrator _____/_____

For additional assistance, please refer to Board Policy No. 5830 and Regulation No. 2430 "Pupil Fundraising"