

District Fundraising Request Form

CLUBS, TEAMS, DEPARTMENTS & PROGRAMS



Name of group/team/department/program:

Club advisor / coach / staff / faculty lead:

Contact cell & email:

Lead Student - Club Officer, etc.:

Contact cell & email:

Proposed date of event:

Time(s) of activity/event:

Location of activity/event:

Purpose of fundraising activity/event:

Describe fundraising activity/event:

Do you need a cash box? Yes No

If YES, have you requested a cash box from the Business Office?

Yes

No

NOTE: District cash handling policies must be followed. The cash box and fundraising contributions must be turned into the Business Office no later than the next business day following an activity/event. Please see the attached "District Cash Handling Policy."

Email this form three weeks before requested fundraising date to marty-coelho@redwoods.edu.

Executive Director Signature _____

Questions? Call 707.476.4325