



**REGION OFFICE APPROVAL FOR FUND-RAISING ACTIVITY
(COMMUNITY SALES)**

(Activity No.)

(School's Name)

(Sponsoring Class/Club)

(Description of Activity)

(Purpose of Activity)

[Duration/Time Frame for Activity (Dates, Times - To and From)]

(Place/location where sales/collections will take place.)

TRAVEL *

Are any funds generated by this fund-raising expected to be used on travel? No ☐ Yes ☐

Will sponsor be accompanied by students on this travel? No ☐ Yes ☐

Travel Location _____

Expected Travel Date _____ Expected Travel Expenditure \$ _____

Our school requests Region Office authorization to conduct this fund-raising activity, which is expected to involve sales, and/or collection of funds outside of school grounds (community sales). School Board Rule 5830 will be observed.

(Faculty/Staff Supervising Fund-raiser
Signature)

(Date)

(Activities Director's Signature if applicable)

(Date)

(School Treasurer's Signature)

(Date)

(Principal's Signature)

(Date)

(Region Office Assistant Superintendent's
Signature)

(Date)

NOTE

*** This is not an authorization to travel. Separate documentation must be submitted as required. Signed Approval Form for fund-raisers must be kept by Treasurer with the Student Activity Operating Report. This form must be accompanied by FM-1018.**