

**ALBUQUERQUE SCHOOL OF EXCELLENCE  
FUNDRAISING  
REQUEST FOR APPROVAL**

1. Who will do the fundraising? (Group of students, teacher, class, club, etc.)

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2. PURPOSE of the fundraising?

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3. What will you sell? Please list all the items with their unit price.

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4. Where will you do your fundraising? (i.e. lunch area, classroom, library, outside)

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5. When, what time, and for how long will you do your fundraising?

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6. About how much do you plan to raise?

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7. Where will you store your items?

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(Teacher Name)

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(Date)

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(Teacher Signature)

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(Approval)

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(Date)

Fundraising

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school principal or the superintendent of schools.

Sales

Advertising may be permitted if its for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal.

All money (cash/check) must be verified by staff member and deposited the same day through Front Office.