

Class Fundraiser Request for Field Trip Funding

Purpose of this form

Use this form to request approval before advertising, collecting funds, or implementing a class fundraiser. This form may be used by a parent, teacher, or class fundraising chair for class fundraising intended to support field trip funding or another approved class purpose.

Approval process summary

- Submit the request at least 3 weeks before the proposed fundraiser date whenever possible.
- The Principal reviews class fundraiser requests and makes the final decision for class fundraisers.
- Requests should be checked for conflicts with school mission, annual giving, larger fundraisers, and the master calendar.
- If approved, the fundraiser must be added to the school master calendar before implementation.
- The Fundraising Committee or school administration may revisit an approved fundraiser if circumstances change.

General expectations

- Participation must be voluntary. Students, parents, and employees may not be pressured or coerced to participate.
- Funds must be raised for a predetermined purpose and spent only for that approved purpose.
- Fundraising must not adversely affect curriculum, instructional time, students, families, or employees.
- All financial transactions should follow school and GVEF accounting and operational practices.

Submission note

Completed forms may be submitted according to the school office process. If this form is used online or through ParentSquare, retain a copy of the completed submission and approval decision for school records.

Class Fundraiser Request Form

Requester and fundraiser information

Requester information

Date Submitted		Requester Name	
Requester Role	☐ Parent	☐ Teacher	☐ Class fundraising chair
	☐ Other		
Email		Phone	

Class information

School	☐ Orchard School	☐ River School	Grade	
Teacher Name		Teacher Acknowledgment		
Class Fundraising Chair				

Fundraiser information

Fundraiser Title			
Proposed Date(s)		Planned Location	
Activity Type	☐ One-time	☐ Annual	☐ Recurring
Must re-apply each school year			
Description of Fundraiser			

Include what the fundraiser is, how it works, and who will participate.

Class Fundraiser Request Form

Purpose, budget, and logistics

Purpose / objective

Purpose / Objective

Example: to raise money for a class field trip or other approved class need.

Estimated budget and fund handling

Estimated Gross Revenue

Estimated Expenses

Estimated Net Proceeds

How will funds be collected?

Who will handle funds?

Compliance and logistics

Will students be directly involved?

☐ Yes

☐ No

Details

Food, outside vendors, or off-site activity?

☐ Yes

☐ No

Details

Will families or staff be solicited?

☐ Yes

☐ No

Details

Timing explanation or additional notes

Requester Acknowledgments

Confirm required conditions before submitting.

Required acknowledgments

- ☐ Participation will be voluntary; no student, family, or employee will be pressured to participate.
- ☐ Funds raised will be used only for the approved purpose stated on this form.
- ☐ The fundraiser will not be promoted, advertised, or implemented before approval is granted.
- ☐ If approved, a calendar request or calendar placement step will be completed before implementation.

Requester confirmation

Requester Signature / Initials

Date

School reminder

The school office or principal may request revisions if the fundraiser conflicts with other school priorities, calendar items, or fundraising guidelines. Fundraisers may not be promoted or implemented until approval is granted.

Principal / School Use Only

Approval decision and calendar follow-up

Principal decision

Decision

☐ Approved

☐ Denied

Decision Date

Principal Name

Principal Signature / Initials

Conditions, comments, or requested changes

Calendar and routing follow-up

☐ Master calendar checked for conflicts or closed periods

☐ Calendar request submitted or event added to school master calendar

☐ Fundraising Committee / Development Manager notified, if required

Follow-up Owner

Follow-up Date

Internal notes