



Tigard-Tualatin School District 23J PROGRAM OR ACTIVITY FUNDRAISING PROPOSAL

Any school-related community individual, group, organization or other who wishes to provide financial support and/or conduct fundraising on behalf of the district for designated programs or activities must submit this form and receive approval from Superintendent or designee prior to beginning any fundraising activity or expending/allocating funds.

Individual/Group/Organization Fundraising: _____

Contact Information: _____

_____ Separate federal tax ID: _____

Beneficiary school: _____ Beneficiary program/club/team: _____

Purpose for fundraising: _____

Type of fundraising: _____ Company/product: _____

Internet-based? Yes No Web address of internet site: _____
*(*If yes, attach contract/terms of service.)*

Projected fundraising amount: _____ Depositing into a Donation account ASB account

Anticipated date of deposit: _____ Expenditure period: _____ to _____

Will the district be required to provide an accounting of the expenditure of these funds? Yes No

Will District be expected to spend funds prior to the deposit of the fundraising proceeds? Yes No

If yes, explain: _____

Will proceeds be utilized to hire new staff? Yes No Will proceeds be utilized to increase FTE for existing staff? Yes No *If yes to either, explain:* _____

Was this event/activity included on the annual Parent Organization & Foundation Activity Report for Board consideration? Yes No Facility use approved through Operations/Facilities? Yes No

Is this fundraising to cover a service or capital project? Yes No *(* If yes, attach scope of work.)*

Is this fundraising for a capital project on district grounds? Yes No
(If yes, attach approved Operations Department Project Application.)*

Is this fundraising for a student trip? Yes No
*If yes, 1) Has an Extended School-Sponsored Student Trip Proposal been submitted to the District? Yes No
 2) Will fundraising will be a collective effort by the group and not tracked on an individual student basis? Yes No
 3) Will fundraising be completed prior to the trip? Yes No*

Form submitted by: _____ Date: _____

FOR OFFICE USE ONLY:

Internet-based contract/ terms of service Yes No Service or capital project scope of work Yes No
 Approved Ops Project Application Yes No Extended Field Trip Proposal submitted Yes No

SCHOOL ADMINISTRATOR: Approved Denied _____
 Administrator Signature Date

Approved for accounting to donor? Yes No
CFO or SUPERINTENDENT: Approved Denied _____
 District Signature Date