

**TEWKSBURY PUBLIC SCHOOLS**  
**Request for Fundraising**

**File: JJE-E**

Date: \_\_\_\_\_

1. Name of Organization \_\_\_\_\_

2. Describe in detail the method of the fundraising activity. *(Attach additional information necessary.)*

\_\_\_\_\_  
\_\_\_\_\_

3. School location and facilities desired *(cafetorium, cafeteria, classroom, gymnasium)*.

**Please send Use of Facilities Form to: TMHS -Nancy O'Hare, [nohare@tewksbury.k12.ma.us](mailto:nohare@tewksbury.k12.ma.us);  
K-8 -Eileen Osborne, [eosborne@tewksbury.k12.ma.us](mailto:eosborne@tewksbury.k12.ma.us)**

4. Purpose of anticipated funds *(To be approved by the building principal.)*

\_\_\_\_\_  
\_\_\_\_\_

5. Proposed dates of fund raising activity: *From* \_\_\_\_\_ *To* \_\_\_\_\_

6. Describe student involvement in the fund raising activity. **(Please note: Venmo is not an acceptable method of payment.)** \_\_\_\_\_

\_\_\_\_\_

7. Type of identifying credential to be used during Fund Raising Activity. \_\_\_\_\_

8. Is there a contract or agreement to be signed? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

9. Name of responsible individual **(PRINT)** \_\_\_\_\_ **Signature** \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

\*\*\*\*\*

**(To be completed by the School Principal)**

Date \_\_\_\_\_

1. Your request for permission to raise funds is **Approved** **Disapproved** *(Circle)*

2. Reason for disapproval \_\_\_\_\_

3. You are authorized to begin the activity on \_\_\_\_\_

4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.

5. Comments by the principal: \_\_\_\_\_

☐ I have reviewed this fundraiser request and its associated details and verified that it complies with policy [JJE, Student Fundraising Activities](#). *(Check box)*

6. **Copy sent to the Office of the Superintendent of Schools.** **Yes** **No** *(Circle)*

**Principal's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_