FLORHAM PARK SCHOOL DISTRICT

EVENT/FUNDRAISER REQUEST FORM

To ensure requests are processed in a timely manner, please submit **45 days** prior to the event/activity date. Please attach the fundraiser flyer to this form for approval as well. **All requests must be approved by the Principal, Superintendent and the Board of Education.**

If this event requires facility usage after school hours, a Request of Use of School Facilities form must be submitted with this form. If the event will occur during school hours, please contact the building principal to coordinate. All questions regarding facility usage may be directed to Lily Capriglione at lily.capriglione@fpks.org.

School (Check all that apply) ☐ DIST ☐ BWD ☐ BKL ☐ RMS

Calendars (Check all that apply) ☐ DIST ☐ BWD ☐ BKL ☐ RMS

Chairperson/Organizer _____

Organization/Club/Group _____

Start Date _____ End Date _____ Rain Date _____

Activity Name _____

Activity Description _____

_____

Purpose of Event _____

Set-up Requirements _____

Proceeds Benefit _____
Name of Club/Organization

Name of Vendor _____

Initial Cost _____ Anticipated Profit _____
(If applicable) (If applicable)

Principal Signature _____ Date _____

Superintendent Signature _____ Date _____

Office Use Only

☐ Approved ☐ Denied BOE Approval Date _____

Account Name _____ Account #_____