



Atkins School District
307 N. Church Street
Atkins, AR 72823
Phone 479-641-7871 Fax 479-641-7569

FUNDRAISER REQUEST FORM

CLUB/ORGANIZATION NAME: _____

SPONSOR: _____

HOW FUNDS WILL BE RAISED _____

PURPOSE FOR WHICH FUNDS WILL BE USED _____

DATE(S) OF FUNDRAISER: _____

REQUESTOR: _____ **DATE:** _____

PRINCIPAL APPROVAL

PRINCIPAL: _____ **DATE:** _____

SUPERINTENDENT/DESIGNEE APPROVAL

ADMINISTRATOR: _____ **DATE:** _____

NOTES:

- Arkansas law and Atkins School District Board Policy 6.6 govern all fundraising requests.
- Fundraising requests should include brochures, catalogs, or other applicable materials that fully describe the merchandise or services to be sold.
- Sponsors/advisors must keep an accurate record of all funds raised. A report of all income and expenditures is due on December 31 (June 1 – December 31) and May 31 (January 1 – May 31) each year.