



# Fundraiser / Crowdfunding Approval Request Form

**Employee Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Crowdfunding Site /** \_\_\_\_\_

**Vendor:** \_\_\_\_\_

**Monetary Goal:** \_\_\_\_\_

**Beginning Date  
of Campaign:** \_\_\_\_\_

**Ending Date  
of Campaign:** \_\_\_\_\_

**Justification for Request  
(what will be purchased,  
how will proceeds be  
used)**

**Exact language to be  
used on Crowdfunding  
Site (if applicable)**

**How the Crowdfunding /  
Fundraiser process works**

**Purchase Order Required**    Yes    No    **If yes, PO number and date:** \_\_\_\_\_

**Contract with vendor signed**    Yes    No    **If yes, contract date:** \_\_\_\_\_

**SFO Account number:** \_\_\_\_\_    **Date receipts started:** \_\_\_\_\_

I understand that any proceeds collected through this campaign are the property of the school and will be used for the intent stated above.

**Approved:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

**Requestor Signature  
(required)**

**Principal Signature  
(required)**

**Designee Signature  
(required if over \$5,000)**

**Board Signature  
(required if over \$50,000)**