

Fairfax High School Activity (Service Projects) and Fundraiser Request

Do NOT plan your activity until you have received an email stating your activity has been approved.

- Complete this form in its entirety before submitting to the Activities Office.
- Please enter your Activity (Service Project) or Fundraiser in FS Direct
 - Facility(ies) or Set-Up requested: _____
 - Date(s): _____

- Complete **Finance Office** requirements (Missy Courtney):
 - You must have an approved PO on file BEFORE you may make any purchases.
 - All PO's will take a minimum of 48 hours to process; in part to get you all ready for the online PO routing process.
 - Fundraisers must also be approved two-four weeks in advance. The only exceptions to the two-four week timeline are pizza sales and bake sales.
 - YOU are responsible for the money a club collects and deposits and making sure your students are aware of the purchasing guidelines.
 - Tickets are required for all activities with paid admissions (Cathy Horacek)
 - Activities may require extra custodians
 - Substitute Teacher Expense: \$16.08/hr
 - Remember to follow bidding regulations when purchasing services or products over \$5,000.
 - Attach all vendor information/financial agreements.
 - Finance Office Approval: _____

1. Description of Activity: _____

2. Purpose of Service Project or Fundraiser:

3. Name of Group/Club: _____

- Student Representative: _____
- Coach or Faculty Sponsor: _____

4. Date(s) of Service Project or Fundraiser: _____ Time: _____

5. Number of students attending event: _____

6. Chaperones: _____

Faculty sponsor's approval: _____

Administrator approval: _____

DSA/ADSA: _____

Student Activities Office Use: