Reset Form

West Ottawa Public Schools
APPROVAL FORM FOR SCHOOL FUNDRAISING PROJECTS

Directions:

1. Fundraising activities are permitted by West Ottawa Public Schools given proper approval. (Board Policy #5155)
2. This form must be submitted to the Principal/Director at least three (3) weeks prior to the scheduled start of the fundraising activity.

PLEASE COMPLETE THE FOLLOWING:

Name of Organization:	Date of Request:
Name of Officers/Sponsors/Supervisor/Coach: Phone No. _____ _____ _____ _____	Description of items to be sold (attach catalog, if any):
Purpose for profits:	Method of selling, e.g. orders taken, car wash, *raffle, etc.): **Are you aware of the State Lottery Commission's rules governing raffles? ☐ yes ☐ no (Go to www.michigan.gov/cg for raffle application and information.)* ***I am aware that no door-to-door sales are allowed. (Please Initial)_____*
Person responsible for the money collected:	Number of Students:
Anticipated Profits:	What awards (if any) for sales will be given (prize catalog may be attached):
Preferred Date(s) of sale event:	Alternate Dates:

PRE-APPROVAL	
Building Principal/Director	Date:
Food Service (Required for perishable food items)	Date:

Return to: **Kyle Barr**
West Ottawa Administration Office

FINAL APPROVAL	
☐ Approved Preferred Date: _____ Alternate Date: _____	☐ Denied Reason:
Chief Financial Officer	Date:
Superintendent Approval (if required)	Date:
Board of Education Approval (if required)	Date: