



**BILLINGS PUBLIC SCHOOLS**  
**FUND RAISING APPROVAL REQUEST**



**All ECA policies are applicable to fund raising requests**

School \_\_\_\_\_ Date \_\_\_\_\_

Organization or Club \_\_\_\_\_

Sponsor (Faculty or Administrator) \_\_\_\_\_

Project Type                      \_\_\_\_\_ Sales to Students                      (\_\_\_\_\_ on campus                      \_\_\_\_\_ off campus)  
   \_\_\_\_\_ Sales to Others \_\_\_\_\_  
   \_\_\_\_\_ Direct Solicitation (Contributions)  
   \_\_\_\_\_ Activity (to make money)  
   \_\_\_\_\_ Activity (other \_\_\_\_\_)

If sales, describe item or merchandise \_\_\_\_\_

\_\_\_\_\_ Quantity \_\_\_\_\_

Who will sell it? \_\_\_\_\_ Cost \$ \_\_\_\_\_

Place/location of activity \_\_\_\_\_

Describe activity fully (How it works) \_\_\_\_\_

\_\_\_\_\_

Date and times of fund raising activity \_\_\_\_\_

Teacher work/activity required \_\_\_\_\_

Merchandise supplier \_\_\_\_\_

\_\_\_\_\_

What will the funds be used to purchase \_\_\_\_\_

\_\_\_\_\_

Other information \_\_\_\_\_

\_\_\_\_\_

**NOTE: No school time (instructional or non-instructional) may be used for fund raising activities.  
Copies should be kept by building and by sponsor. All funds must be deposited into appropriate  
SD#2 ECA accounts.**

Principal \_\_\_\_\_ Date \_\_\_\_\_

Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_