

**2016-2017 CLASS OR CLUB ACTIVITY/FUNDRAISER APPLICATION**

**Application Date:** \_\_\_\_\_

**YOU MUST COMPLETE THE ENTIRE FORM AND OBTAIN APPROVAL AT LEAST 2 WEEKS BEFORE THE EVENT. ONCE APPROVAL IS GRANTED, THE EVENT MUST BE SCHEDULED IN SCHOOL DUDE IF APPLICABLE.**

1. Name of Event: \_\_\_\_\_ Type of Event: Activity\_\_\_ Fundraiser \_\_\_

2. Date of Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

3. Group Sponsoring Event: \_\_\_\_\_

4. Faculty Member in Charge: \_\_\_\_\_

5. Number of Chaperones: Faculty\_\_\_ Parent(s) \_\_\_ N/A\_\_\_  
(A list of chaperones must be turned into the office prior to the event, if applicable)

6. Briefly Describe Event: \_\_\_\_\_  
\_\_\_\_\_

7. Location of Activity: \_\_\_\_\_

8. Will you advertise? Yes\_\_\_ No\_\_\_ If yes, how? \_\_\_\_\_

9. Will an administrator need to be present? Yes\_\_\_ No\_\_\_

10. Faculty member in charge is responsible for the banking deposits if applicable. Deposits must be in a sealed envelope with the club name designated on the outside. Please see the Green & White deposit slip for further instructions.

11. Have transportation arrangements been made, if needed? Yes\_\_\_ N/A\_\_\_

12. If the event is a bake sale, the Director of the School Cafeteria needs to sign off:

Signature of Director \_\_\_\_\_

13. If applicable, contact the Dover Police Department to hire officers for the event. Yes\_\_\_ N/A\_\_\_

14. Advisor's Signature: \_\_\_\_\_ (Please make it legible, thanks)

**\*\*\*\*\*SUBMIT THIS FORM TO THE PRINCIPAL'S SECRETARY.\*\*\*\*\***

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

**Reason for Denial:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_