



FUNDRAISER REQUEST FORM

JOHN F. KENNEDY HIGH SCHOOL ASSOCIATED STUDENT BODY

NOTE: All fundraisers must be approved by JFK Student Government (Education Code Section 48932). Failure to obtain approval will result in the withholding of funds. The Activities Director and ASB Cabinet will determine action based on guidelines of the school's constitution.

Directions:

1. Complete all of the items below prior to submitting this form. **Incomplete forms will be returned to the advisor/coach.** Please make sure to submit this form **at least 4-6 weeks prior to the start of your fundraiser.**
2. Submit this fundraiser request form to Mrs. Law-Marin via the School Office or to julie-law@scusd.edu.
 - a. Fundraiser requests will be placed on the next Student Government meeting agenda to be voted upon for approval. A copy of all approved fundraiser requests will be emailed to the advisor/coach who requested the fundraiser.

Completed request forms with receipt can be submitted to Mrs. Law-Marin via the School Office or to julie-law@scusd.edu.

Notes

- All fundraiser requests must be renewed each calendar month.
- All on-campus fundraisers that sell food must occur 30 minutes after the regular school day
- Your fundraiser will be denied if: it interferes with other school activities, goes against school/district policies, or another group fundraiser is reserved for the date/time that you selected
- Any funds raised must be deposited with the Controller (okadal@scusd.edu) within 48 hours after the end of the fundraiser.

Campus Facilities: A [Facility Use Permit](#) must be completed and turned in to Principal Van Natten's office (david-vannatten@scusd.edu) for facility use specifying the use of any facility at Kennedy outside school hours. Administration must initial below signifying the date for facility is available.

DATE		CLUB/ORGANIZATION	
CLUB/ORGANIZATION PRESIDENT		ADVISOR	
EMAIL		TELEPHONE NUMBER	
ITEM(S) TO BE SOLD		PRICE(S)	
LOCATION			
START DATE		END DATE	
START TIME		END TIME	



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
JOHN F. KENNEDY HIGH SCHOOL

6715 Gloria Drive, Sacramento, CA 95831
 (916) 395-5090 • FAX (916) 433-5511

David Van Natten, PRINCIPAL
 Amy Baldini, Assistant Principal
 Michael Fry, Assistant Principal
 Jacki Glasper, Assistant Principal

PLEASE PROVIDE A FULL DESCRIPTION OF YOUR REQUEST (EXPLAIN THE PURPOSE OF THE FUNDRAISER)			
ADVISOR SIGNATURE		DATE	

JFK ASB USE ONLY

Date of Meeting: _____ [] APPROVED [] DECLINED [] TABLED: _____

ASB PRESIDENT SIGNATURE: _____ Date: _____

ASB OFFICER SIGNATURE: _____ Date: _____

Placed on Activities Calendar

ACTIVITIES DIRECTOR SIGNATURE: _____ Date: _____

ADMINISTRATOR SIGNATURE: _____ Date: _____