

Application to Hold a Fundraising Activity Associated with WCA

General Considerations:

1. Do not set in motion plans for your event until you have received written approval from the administrator.
2. Items or services sold must be of a fair market value. (Example: No 50 cent Candy bars for \$5.00)
3. No parent or staff member may benefit personally from any fundraising activity. This includes monetary benefits, as well as building a customer base or customer contacts.
4. The WCA School Directory may not be used for solicitation purposes under any circumstance.
5. There are many worthwhile causes, yet the school may decline your request simply due to the fact that school families can get overwhelmed by too many fundraisers. Please don't interpret a non-approval as the school administration not considering your cause as worthy.
6. If your activity is approved, please do not assume that the school will pay for advertising, rentals, or supplies for your event. Specific approval for those expenses must be itemized and approved as part of this application.

Name of Coordinator _____ Cell# _____ Email _____

Back-Up Contact Person _____ Cell# _____ Email _____

Date of Planned Event: _____ Day of Week: M Tu W Th F Sa Times (including set-up): _____

Brief Description of the Activity: _____

Facilities Use (What part(s) of the school property will be used for the activity? _____

Do you need WCA staff to open up buildings early, or lock building late? _____ If so, what times? _____

What school supplies do you hope to use (i.e. tables, chairs, sound systems, projectors)? _____

Specifically, what or who will benefit from the profits of the event? _____

If the activity involves contact w/ students, do all volunteers have criminal record and child abuse clearance by WCA? _____

What are the expected costs related to the event? \$ _____ What are the expected proceeds from the event? \$ _____

Signature of Coordinator _____ Date _____

Approved / Disapproved WCA Administrator _____

Date Coordinator contacted: _____ Comments: _____