



NEW BEDFORD PUBLIC SCHOOLS

GENERAL FUNDRAISING REQUEST FORM

Fundraising on behalf of NBPS requires approval. The principal/department supervisor of the benefiting school/department must first approve by signature. Subsequently, this form must be submitted for **final** approval to Finance & Operations **at least one week before** the start of the fundraiser.

Prohibited forms of fundraising: 1. Tagging (when an establishment grants permission to stand on their property to solicit donations); 2. GoFundMe (solicitation of funds from staff using school personnel/time is prohibited by the conflict-of-interest MGL Ch. 268, sec. 23); and 3. Raffles (disallowed for student clubs/organizations). Raffles are acceptable if held by WEEFC or other educational organizations, per MGL Ch. 271, sec. 7A requirements.

Checks issued by PayPal must reference the name of the benefiting **School/Dept.** and the **Fundraiser Title.**

Date of Request: _____

School/Program Area Benefiting from Fundraiser: _____

Name & Title of Applicant Completing Form: _____

Individual/Organization Seeking Approval: _____

Requested Date(s) of Fundraiser: _____

Fundraiser Title: _____

Description of Fundraising Activity: _____

Location of Fundraiser: _____

Purpose of Fundraiser: _____

Plans for How Funds Will Be Used: _____

Anticipated Total Amount of Funds to be Raised: \$ _____

Projected Cost of Goods/Related Expenses to Conducting the Fundraiser: \$ _____

Where the Funds Raised Will Be Deposited: _____

Does the Fundraiser Involve a Raffle: Yes No

Applicant Signature: _____

REQUIRED APPROVAL SIGNATURES:

Principal / Dept. Supervisor

Name: _____

Date: _____

Finance & Operations

Name: _____

Date: _____