

NEW BEDFORD PUBLIC SCHOOLS

GENERAL FUNDRAISING REQUEST FORM

Fundraising on behalf of New Bedford Public Schools requires approval.

Submit this form to your School Principal **at least one week before** the start of the fundraiser. The School Principal will then immediately submit to Finance & Operations **for final approval.**

*Note: New Bedford Public Schools **does not permit "tagging" fundraising.** Tagging is when an establishment grants you permission to stand on their property and request donations from patrons. New Bedford Public Schools **does not permit GoFundMe fundraising** as solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law (specifically, MGL Ch. 268, sec. 23).*

*** If you are fundraising through PayPal, you must have them reference the **School Name** you are fundraising for and **Fundraiser Title** on the MEMO line of the check ***

Date of Request: _____

School/Program Area Benefiting from Fundraiser: _____

Name and 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 ☐ [Per M.G.L. Ch. 271 Sec. 7A Requirements]

Signed: (Applicant) _____ **Date:** _____

Approved:

Approved:

School Principal / Dept. Supervisor

Assistant Superintendent of Finance & Operations

Date: _____

Date: _____