WATCHUNG HILLS REGIONAL HIGH SCHOOL
MERCHANDISE APPROVAL/FUNDRAISING FORM

Board Policy 9191 requires written permission from the principal before any fund-raising activity can occur. To obtain that permission, the booster club or parent association representative or the student club advisor must complete and submit this form to the Co-curricular Coordinator or Director of Athletics. Once approved by the Co-curricular Supervisor/Director of Athletics and the Principal, the signed form will be returned to the group's representative and fundraising can begin. This form must be completed fully and submitted no less than 3 weeks prior to the event.

All purchases, PREVIOUSLY APPROVED OR NOT, must be approved by submitting this form. DO NOT advertise for event until you receive a confirmation email of approval.

Booster club/parent association/student club: _____

Fund-raiser activity: _____

Date(s) requested: _____

Representative responsible for coordinating and supervising event: _____

Email: _____ Phone: _____

Describe the fund-raising activity: (Please attach all flyers/advertisements for this event to this form).

Item(s) for which you plan to raise funds: (Please check at least one):

_____Team meals _____Team banquet _____Team uniform _____Team gear _____Team equipment

_____Apparel _____Donation _____Prom _____Supplies for club _____Scholarships _____Other

Describe the items (All designs for t-shirts, banners, posters, or similar items must be attached):

Estimated dollar amount to be raised: $_____

Co-Curricular Supervisor Approval: YES___NO___Signature_____Date____
OR
Athletic Director's Approval: YES ___NO ___Signature _____Date____

Principal's Approval: YES___NO ___Signature _____Date____