

Class Fundraiser Request
(Please complete and return to Development Office)

Grade/Teacher: _____ Contact: _____

Phone: _____ Email: _____

Type/Name of event/activity : _____

Date(s) (begin and end): _____

Purpose: _____

Location (on campus/off campus): _____

Room reservation: _____ Master calendar: _____
(Volunteer coordinator, please make room reservation and/or add to master calendar by submitting information by email to Jessica Alfaro, frontdesk@princetonwaldorf.org in advance of the event.)

If off campus, has permission been granted?: _____

Specific needs (rentals/permits): _____

Submitted by: _____ Date: _____

Person responsible for handling money: _____
(Please note that all money should be deposited with business office within ten days of event and the school's percentage will be taken from the total if applicable.)

Will you need a Willow submission (sent the first of each month)? Yes No
(If yes, volunteer coordinator should send info by email to Marla Hanan, mhanan@princetonwaldorf.org by 15th of the preceding month.)

Please write a brief explanation of what you are doing: _____

For office use only

Date received: _____

Approval: _____

Percentage to school: _____