

PINELLAS COUNTY SCHOOLS
REQUEST FOR ACTIVITY

Required prior to any/all activities at the school

School Name	(Type of Activity)
(Organization Name/Account Number)	(Beginning/End Date)
(Sponsor/Teacher)	Required: Yes No
	Custodian ☐ ☐
Location of Activity	Facilities ☐ ☐

Description of activity and intended use of proceeds if funds will be collected. **Reminder:** all expenditure of funds must comply with State Statute/Guidelines and Board Policy. **Reminder:** Intended use of donations must be clearly communicated to the donor through written documentation (flyers, advertisements, posters, new letters and/or donation forms). District collection documents must be utilized, and district collection instructions must be followed. All funds collected outside of the bookkeeping office on or before the next business day.

Signature of Sponsor/Teacher	Date of Request
Signature of Approval (Principal/Designee)	Date of Approval

Instructions

All activities of the school must have prior written approval of the principal or administrative designee. The school may use a customized form to replace this form; however, the customized form must contain the same required data.