

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
Location of Activity	Custodian <input type="checkbox"/> <input type="checkbox"/>
	Facilities <input type="checkbox"/> <input type="checkbox"/>

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.

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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.