School Event Checklist

Before the activity

- Fill out the fundraising form
- Contact Facilities Manager about setting up tables/chairs
- If outside, make plans for increment weather
- Posters should not be placed on painted walls
- Posters should be placed tactfully and considerate of others' space
- Arrange for any technology needed with Tech team
- Prepare small change if selling

During the activity

- Money to be managed by supervisor
- Organize lines so that younger students are able to buy/have someone manage the lines
- Students handling food should have washed hands and/or wear gloves
- Provide napkins/utensils as needed
- Items sold should have been made and not bought

After the activity

- Take down all posters
- Return any technology/tables/chairs
- Plan a cleanup of the area
- Complete a reflection on the event
- Create a newsletter/presentation of the event

Fundraising Request Form

Activity Name: Grade level/Service Group:	
Teacher/advisor name:	Teacher signature
Requested date(s) of the fundraising activity: Whole School/Secondary/Primary (Circle One)	Supervisor signature
Write the items being sold and the price.	Supervisor signature
How will the event be advertised? Posters: please identify where in the school and share a copy of the poster. Newsletter/Wechat- please share/attach the written piece	Supervisor signature Facilities manager signature
Where will the event be held?	Facilities manager signature
Donation to what organization? Web site/contact name/phone number	Supervisor signature
Final Approval Granted/Denied	Division Head signature