

**Toronto City School District  
Fundraising Project Request**  
*(Submit in Triplicate)*

<b>Name:</b>	<b>Date:</b>
<b>Organization:</b>	
<b>Start and End Dates of Fundraiser: 1<sup>st</sup> choice</b>	
<b>2<sup>nd</sup> choice</b>	
<b>Description of the Fundraiser:</b>	
<b>Project Purchased From (Company Name):</b>	
<b>Approved:</b>	
<b>Athletic Director's Signature (Athletic Fundraiser Only)</b>	<b>Date</b>
<b>Principal's Signature</b>	<b>Date</b>
<b>Superintendent's Signature</b>	<b>Date</b>
<p><b>NOTE:</b> The fundraiser should not begin until it has been approved by both the principal and superintendent. The advisor for the activity is responsible for maintaining financial records according to district policies. Surplus or unused funds from fundraising activities, whether individual or group, must be used for other immediate program expenses. In no case will surplus funds revert to students or parents.</p>	

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