



Fundraising Request Form

Fundraising Committee Goals and Purpose

The Ben Franklin Academy Fundraising Committee is comprised of representatives from the Parent-Teacher Organization, Administration, Foundation, and the Board of Directors working collaboratively annually to streamline and prioritize fundraising activities to ensure that such activities support the mission and vision of the school.

Date of Request: _____

Name of Fundraiser: _____

Contact Name: _____

Contact Email: _____

Details (price, time frame, etc.): _____

Date(s) of Fundraising Event: _____

Requesting (select one): One-time event Recurring event

Who does this fundraiser benefit? (PTO, STEM, Middle School DC, Middle School Disney, D.I., etc.):

Plan to distribute funds among recipients? (only students that participate, all students attending trip, student grade level, entire student body, etc.): _____

Email completed form to fundraising@bfacademy.org

PTO Officers or Administration review all fundraising requests. PTO and Admin approved fundraisers will be reviewed by Fundraising Committee. Please allow up to 6 weeks for decision.

Official approval must be granted prior to the start of fundraising activity.

Submitting a request does not guarantee approval.

Thank you for your dedication to Ben Franklin Academy.

PTO/Admin: _____ Fundraising Committee: _____