

Approval to Engage in Fundraising/Grant Application  
Application Approval for Solicitation of Gifts, Grants, & Bequests

***This form must be completed by any teacher or other staff member that would like to engage in fundraising or apply for a grant on behalf of some perceived need for the school or a class.***

- Prior to completing this form, please initial below to indicate that you have read Cranford BOE Policy #3280, "Gifts, Grants, and Bequests."

\_\_\_\_\_  
Teacher/Staff Member Initials

*Note: Fundraising for the purpose of offsetting the cost of a field trip does not require Superintendent approval however it does require school Principal approval.*

Please print neatly all information before submitting to the Principal

Teacher/Staff Member Name: \_\_\_\_\_

Teacher / Staff Member Assignment: \_\_\_\_\_

Teacher / Staff Member School(s): \_\_\_\_\_

Grade and or content?: \_\_\_\_\_

Please indicate below the purpose/goal of the fundraising/grant you are proposing:

\_\_\_\_\_

Please indicate below the method of fundraising you are proposing:

\_\_\_\_\_

**\*\*If fundraising / grant includes a logo / artwork, make sure the sample is included as part of this application.**

Please indicate the duration of the fundraising you are proposing:

- START DATE: \_\_\_\_\_

- END DATE: \_\_\_\_\_

Teacher/Staff Member Signature: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Signature of School Principal: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

***No fundraising may be initiated until the Principal notifies the teacher/staff member of the Superintendent's approval.***

***To fill out this form, select print then fill out the fields.***