



ROME CITY SCHOOL DISTRICT FUNDRAISER PERMIT

409 Bell Road, Rome, New York 13440, (315) 338-6500

The Sponsoring Agency must obtain required signatures from either the school principal or a district administrator.

All requests must be submitted to the Director of Business and Finance at least 30 days prior to the scheduled event.

Dates and times of must be provided at the time of submission.

If request is not submitted within the specified time period and without the required information, the request will be rejected.

Sponsoring Agency: _____

Requested by: _____

Address: _____

Type of Fundraiser: _____

Purpose of Fundraiser: _____

Type of Organization: _____

Phone Number: _____

School or Activity Location: _____

Room/Area(s) Requested: _____

Date(s) and Time(s) Needed: _____

Approximate Number of People: _____

Individuals Supervising Fundraiser:

Name	Address	Telephone #

It is clearly understood by the Sponsoring Agency that the Rome City School District will be held safe harmless from any and all liability for injury or damage resulting from this group's requested activity. In addition, Sponsoring Agency hereby accepts sole responsibility for carrying out of all aspects of setup and completion, including the collection and deposit of any and all funds resulting from the specified fundraiser.

FOR DISTRICT USE ONLY

Approval Level: **Building** Yes No **Approval Signature:** _____

Central Office Yes No

Board of Education Yes No

Approval: Yes No

Date: _____ **Approval Signature:** _____

Signature of Individual responsible for collection and deposit of funds: _____

*Copy to: Sponsoring Agency
Principal
Director of Business and Finance*