



# Skyline High School

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Ann Arbor Public Schools  
2552 N. Maple Road  
Ann Arbor, MI 48103

## SKYLINE HIGH SCHOOL FUNDRAISER REQUEST FORM

*Please complete this form if your class, or club/organization is requesting to have a fundraiser. All fundraiser requests are reviewed by Mrs. Fluker. All fundraiser requests must be submitted by the teacher or club/organization advisor. Be sure to review the fundraiser guidelines before completing this application.*

**Name of Class or Club/Organization:** \_\_\_\_\_

**Name of Teacher or Club/Organization Advisor:** \_\_\_\_\_

(Teacher or advisor MUST be present at the fundraiser)

**Best Email to Contact you:** \_\_\_\_\_

**Type of fundraiser:** \_\_\_\_\_

**Preferred Date and time you are requesting to host the fundraiser:** \_\_\_\_\_

**Backup Date and time for the fundraiser:** \_\_\_\_\_

**Where are you planning to host (specific location):** \_\_\_\_\_

**Number of Tables and Chairs Needed:** \_\_\_\_\_

**What will the funds collected be used for:** \_\_\_\_\_

**Signature of Teacher or Club/Organization Advisor:** \_\_\_\_\_

Turn this form into the Academic Innovation Office B431.

Further information could be requested by Ms. Fluker. Fundraiser Requests can take up to a week to review and can be denied at the discretion of Ms. Fluker. You will be notified of approval or denial via email.

Contact Ms. Fluker via email if you have any questions: [flukerc@aaps.k12.mi.us](mailto:flukerc@aaps.k12.mi.us)



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## **Skyline High School Fundraiser Guidelines**

1. Fundraiser request forms must only be completed and submitted by the Teacher and/or the club/organization Advisor.
2. The Teacher and/or club/organization Advisor **MUST** be present at the fundraiser and the completion of the Fundraiser Request Form serves as an acknowledgment that they must and will be present at the event
3. Money can only be collected in cash or checks made out to Skyline High School. No Electronic payments are allowed. Including but not limited to Cash App, Venmo, Zelle, Apple Pay, or Credit/Debit Cards
4. All money collected must be turned in to the Skyline Finance Office **within 24 hours**
5. All money collected will be deposited into the club/organization account/sub account
6. Clubs/Organizations must follow the district guidelines for spending
7. There are No Refunds for items purchased or services rendered
8. We encourage posting a “No Refunds” or “All Sales Final” sign at check-out
9. We encourage the use of receipts
10. Skyline High School will only provide tables or chairs requested on the request form.
11. The requested location of the fundraiser is subject to change based on space availability, capacity, and safety needs of the event.
12. If the Fundraiser is approved, the advisor will be notified via a calendar invitation or email.

### **Bake Sales**

If you wish to have a bake sale you must adhere to the following additional guidelines

1. Bake Sales can only take place after school
2. Avoid the following foods as they have a higher risk of foodborne illness:
  - a. Cheesecake
  - b. Pumpkin
  - c. Cream or Custard Pie
  - d. Homemade Fruit Pies
  - e. Cream-filled Cupcakes or Donuts
  - f. Frostings or fillings with cream cheese
  - g. Homemade Ice Creams