

PATUXENT HIGH SCHOOL
ACTIVITY REQUEST FORM

All Good
LF

Today's Date 8/10/17

Fundraiser Dance Field Trip Other Activity

Forms must be submitted in duplicate to the appropriate administrator no less than 2 weeks before the date of the event. One copy will be returned to the sponsor after administrative approval. **TEACHER MUST NOTIFY PROPER ADMINISTRATOR FOR SUBSTITUTE COVERAGE** (if applicable).

Name of Organization Patuxent HS Band

Description of Activity/Fundraiser Band Banquet

Event Band Banquet

Date(s) November 15, 2017 Hours: From 4 To 10

Facility Needed Cafeteria, Auditorium, Band Room

Administrator to be in attendance N/A

Chaperones:

- 1. Band Boosters 2. _____ 3. _____
- 4. _____ 5. _____ 6. _____

N/A If applicable, has security been contacted?

Has the building supervisor been contacted regarding any special supplies, equipment, or facilities which may be needed for this function?

Student Initiator

[Signature]

Sponsor's Signature

Tentative Calendar Approval

Fund Raiser Coordinator

[Signature]

Principal's Approval

8-10-17

Entered on Official School Calendar

I understand that the sales from my fundraiser may result in my club/team having to pay tax to the State of Maryland. [Signature] (sponsor initials)

Please describe what you are selling: N/A

Purchase Price? N/A

Selling Price? N/A

