

**Franklin High School**  
**Fundraising Request Form Instructions**

1. Print out form found on Booster Club website and complete (also attached to this email).
2. Have your club advisor/coach/authorized signer sign the form.
3. Email the signed form to [franklinboosterclub@gmail.com](mailto:franklinboosterclub@gmail.com) for review and signature approval.
4. Boosters will then email it to Joanne Yee and Mr. Kilby for Administration approval and will CC the club that it's enroute.
5. Once administration approves the fundraiser, Joanne Yee, Site Controller, will email it to you.

**\*\*\*DO NOT DO A FUNDRAISER WITHOUT IT BEING APPROVED FIRST!\*\*\*.**

Please send in your fundraising request ahead of time so it can be approved prior to your event date.