

**THE SCHOOL BOARD OF BROWARD COUNTY, FL
PROJECT APPROVAL FORM
MONARCH HIGH SCHOOL
2023/2024**

This form must be completed and submitted to the Administration at least two weeks prior to the start of the project.

1. Name of Requesting Organization: _____ Today's Date _____

2. Brief Description of Project: _____

3. Date(s) requested: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

4. Time(s) requested: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

5. Will the project or sale take place on the high school campus? _____

Specific Location: _____ Times: _____

Address: _____

If the project or sale takes place off campus, specify the location and address: _____

6. Type of Project (check one)

Community Service _____ School Service _____ Faculty Relations _____ School Spirit _____

Citizenship Development _____ Fundraising _____ Membership Motivation _____

7. If the project is a fundraiser, state the purpose of the sale _____

8. Financial Report Due Date (If required): _____

After the project has received final approval, any changes must be approved by the school's administration.

President of Organization

Teacher/Sponsor

Bookkeeper (if required)

Administrative Approval

Additional Approval (if required)