# ADMINISTRATION

**CENTRAL ADMINISTRATION**

Dr. George E. Stone

*Superintendent*

Jean Miccio

*Assistant Superintendent for Instruction*

Dr. Tammy Cosgrove

*Assistant Superintendent for Human Resources*

Dr. Steve Rappleyea

*Assistant Superintendent for Pupil Personnel Services*

Binoy Alunkal

*Business Manager*

Jim Van Develde

*Director of Communications*

Dr. George E. Stone

*Superintendent*

Raymond E. Morningstar, Jr.

*Assistant Superintendent for Business*

Jean Miccio.

*Assistant Superintendent for Instruction*

Dr. Tammy Cosgrove

*Assistant Superintendent for Human Resources*

Jim Van Develde

*Director of Communications*

# FUNDRAISING REQUEST FORM

* Fundraising activities cannot take place without prior approval.
* Complete one form for each activity.
* Submit the completed form to your principal at least 2 weeks prior to the start of the activity.
* All athletic team requests must be submitted to the Athletic Department for review.
* Please note: This form is not for PTAs, Booster Clubs, etc. They should follow Building Use procedures.

Building: Team/Club/Class Name

Advisor/Coach Signature Date

Date (s) of Fundraiser

Please answer the following questions:

1. What kind of Fundraiser is it? Please describe:
2. What is the purpose of this fundraiser?
3. Where will the fundraiser take place? (If in school follow Building Use procedures also.)
4. When will the fundraiser be run?
5. Who will supervise post activity clean-up if necessary?

Activity Approved ( ) Denied ( ) Explain

Principal/Designee Signature Date

Athletic Director Signature Date

11086 East Main Street • Shrub Oak, New York 10588

Tel: 914-245-1700 • Fax: 914-245-4391 • [www.lakelandschools.org](http://www.lakelandschools.org/)