

Diman Regional Vocational Technical High School

Fall River – Somerset – Swansea – Westport

Rogério Ramos, *Superintendent-Director*
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251 Stonehaven Road
Fall River, Massachusetts 02723

Brian S. Bentley, *Assistant Superintendent-Director/Principal*
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Telephone 508-678-2891
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TO: All Faculty

FROM: Brian S. Bentley, *Assistant Superintendent-Director/Principal*

SUBJECT: Fund Raising Events / Field Trips / Transportation Requests

In order to be fair to all school activities seeking financial support during the school year through fund raising events, it is necessary that all advisors obtain authorization for the fund raiser from my office at least *one (1) month* **prior** to the event taking place.

Faculty members seeking to take students on a Field Trip, are to submit a field trip proposal along with a Field Trip Request at least *two (2) MONTHS* **prior** to the Field Trip.

Thank you for your cooperation.

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Fundraiser Request Form

Organization: _____

Fundraiser to benefit: _____

Advisor: _____

Date of Requested Fundraiser: _____

Details: (logistics, cost, etc... _____

All requests for Fundraisers must be submitted at least one (1) month prior to the event taking place.

Date submitted to Mr. Bentley _____

Approved _____

Not Approved _____