



**REQUEST FOR DRESS DOWN DAY\***

Dress Down Days will only take place on a Friday, the day before a scheduled break, or long weekend. Approval is limited to nonprofit organizations. Approval will be granted on a first come - first serve basis.

Within three school days, the organizer will be responsible to complete the Dress Down Day Voucher and report the amount of money collected and proof that the money was sent.

*\*Annual Superintendent-approved NJEA & NTEA dress down days are not included in this process.*

**Fundraiser Organizer:**

Staff Member	
Building	
Organization & Mission	
Date Requested	

**Office of the Superintendent:**

Date Received	
Approved/Rejected	
Approval Signature	