

Request to Conduct Fundraiser
(All requests – Internal & External)

All Fund Raiser Requests must be submitted to the Central Office (Auxiliary Services department) by the end of the month prior to the next board meeting. However, advertising and publicizing the event should not take place until the event is approved

School _____ Organization/Club _____

Sponsor _____

All items (1-11) must be completed for the Fundraiser to be considered for approval.

1) Fundraiser/project description _____

2) Vendor _____

3) Unsold items can be returned to vendor for credit. yes no not applicable

4) Person responsible for receipting and transferring funds to office _____

5) Does this event involve community sales to anyone other than students and staff? yes no
Community sales must have Board of Education approval

6) Dates of fundraiser: From _____ To _____

7) Purchase cost per item \$ _____ Selling price per item \$ _____

8) Estimated profits for total fundraiser/project \$ _____

9) Profits to be used for _____	
10) What is the projected cost of this activity? _____	
11) Will fundraiser totally fund the activity?	<input type="checkbox"/> yes <input type="checkbox"/> no
If no, source of additional funds _____	

The following conditions apply to all Fundraisers:

- (A) Receipts must be turned in to the office daily.
- (B) The organization/club must turn in collections sufficient to cover the complete costs of the fundraiser before vendor is paid.
- (C) Fundraiser/project must end on date listed unless specific permission is granted by the **Principal and Assistant Superintendent** to extend the fundraiser/project.
- (D) Sponsor will file with Principal and Central Office a “Summary of Fundraiser” report within two weeks of fundraiser completion date.

Requested _____
Sponsor of Organization/Club _____ Date _____

Approved _____
Principal _____ Date _____

Assistant Superintendent Auxiliary Services _____ Date _____

Chief Finance Officer _____ Date _____

To Be Completed by Central Office

BOE Approved: Yes _____ No _____ N/A _____ Date _____ *Revised: 05/07/2019*