

Fundraising Request Form

School Board policy establishes certain guidelines and restrictions regarding fundraising activities in the school district. It is the responsibility of building principals, working with the building PAC's, to guarantee enforcement of the policy. Principals are required to submit this form for approval by the Superintendent of Schools **prior** to initiating a fundraising campaign for extra-ordinary educational experiences or opportunities. These experiences or opportunities are defined as beyond the normal and/or usual daily educational programs, activities and/or field trips that are funded by the school district.

Please complete the top half of the form and submit it to the Superintendent of Schools for approval prior to initiating an extra-ordinary fund raising activity. Upon approval, a copy of the form will be returned to the building principal and the fundraising activity, if approved, may commence. Upon completion of the fundraiser the financial report on the bottom half of the form must be completed and returned to the Superintendent of Schools.

Date of Request: _____ School: _____

Name of Fundraiser: _____ Group/Grade Level: _____

Group Advisor/PAC President: _____

Date(s) of Fundraiser: _____

Estimated amount to be raised..... \$ _____

Estimated cost of activity/purchase (example: cost of new soccer nets).. \$ _____

Reason for Fundraiser: _____

Principal Signature: _____ Date: _____

Superintendent Approval: _____ Date: _____

Financial Report: The following information must be completed and submitted to the Superintendent of Schools immediately upon completion of the fundraising activity.

Gross Income: _____

Less expenses: - _____

Less funds paid to outside company/vendor - _____

Net Profit for Group/Grade Level = _____