

FUNDRAISING APPLICATION FORM



Please complete this form in full and attach any additional information needed to approve the fundraiser. Principal approval is required prior to forwarding the application to the Business Office for approval. Applicant must submit this form at least 14 days prior to the fundraising activity and must receive approval BEFORE the activity can occur.

School: _____ Date: _____
(Must be at least 14 days prior to event)

Grade level(s) participating: _____ Organization: _____

Person(s) responsible for fundraiser: _____

Address: _____ Phone: _____

Start Date: _____ End Date: _____

Items to be sold/donated: _____

Unit price of items: _____ Profit per item: _____

Company handling items: _____ Phone: _____

Address: _____

Sales tax will be paid to vendor? Yes No

Purpose of fund raising/how dollars earned will directly benefit students: _____

Are students expected to sell products door-to-door? Yes No

Special instructions given to students: _____

Date parent notification sent: _____ Date permission slip sent: _____

For School District Employees:

By signing below, I acknowledge that all monies must be deposited into the building internal account controlled by regulations outlined in the *Petty Cash and Internal Fund Guidelines and Procedures* and that I will complete the appropriate fund raising reconciliation forms.

Signature: Club Sponsor Date

Signature: Building Principal Date

Signature: Business Office Date