All fund raising activities must be approved by the Principal prior to the activity.

The fund raiser activity should be designed to generate a profit by providing products, services, donations, or contributions which support the school program. The fund raiser must be for a specific, advertised purpose that benefits students. The profit, donation or contribution must be used for this purpose.

The intent of each fund raiser, and how the funds will be spent, must be communicated to the school and community in the form of an additional flyer or disclaimer attached to the fund raising materials or posted to the school website and must not be used to subsidize the school’s operating budget. Enclose a copy of the communication that will be used with this permission request form.

All funds generated must be used for the stated purpose by the end of the fiscal year in which they were generated. Funds generated by students should be spent on activities to benefit those students. The only exception to this rule would be fund raising activities for large dollar amount purchases for which funds will be raised over several fiscal periods. These fund raisers must be advertised as such.

Fund Raising Sponsor _________________ Grade Level __________ Collecting Money O Yes O No
Name of Fund Raiser Company __________________________
Contact at Fund Raiser Company _________________ Contact Email address __________________
Type of Fund Raiser __________________________
Is this a web-based fund raiser? O Yes O No
Will funds be deposited by electronic transfer from the fund raising company? O Yes O No
Start date of fund raiser _________________ End date of fund raiser _________________
Expected date of delivery _________________ Location __________________________
Pick up start time ___________ End time ___________ If unable to pick up __________________
THIS INFORMATION IS ALSO FOR FRONT OFFICE USE. IF THESE DATES CHANGE, PLEASE INFORM THE FRONT OFFICE AS SOON AS POSSIBLE.

Purpose of fund raiser __________________________
School activity which will benefit students for which funds will be used _____________________________
Targeted date for use of funds raised _________________
Cost of product/service _________________ Projected profit _________________
Name of person or organization providing reference:
Reference #1: __________________________
Reference #2: __________________________
Is this an approved, community based fund raiser? O Yes O No
Name of charitable or non-profit organization funds will be remitted to: _____________________________
School Funds Online (SFO) Account name/number to be used _____________________________
Sponsor signature _____________________________
Fund raiser has been added to _________________ calendar (Signature) _________________________ Date ________

Revised 06/2017
Upon completion of fund raiser, please review and sign the detail ledger report provided by the administrative secretary or fiscal assistant (bookkeeper) and retain with approval form.