

APPLICATION FOR FUNDRAISING ACTIVITY IN A GENERAL FUND ACCOUNT

DIRECTIONS:

1. Complete the following application for a fundraising activity in the General Fund. Attach any information necessary for explanation.
2. The completed request must be signed and dated by the teacher and then submitted to the building principal for approval
3. Send completed application to the Business Manager and then to the Superintendent for final approval.
4. The applicant requesting approval ***will not start*** the fundraising activity until the **final** approved copy of the request has been returned to them.

NAME OF SCHOOL: _____

CLASS NAME: _____

REQUESTING TEACHER: _____

BRIEF EXPLANATION OF FUNDRAISING PLAN. (HOW WILL THE FUNDRAISER BE RUN? INCLUDE SUCH THINGS AS SUPERVISION, PRODUCTS SOLD, FACILITIES USED, SPECIAL NEEDS, ETC.): _____

DATE(S) OF ACTIVITY: FROM: _____ TO: _____

WHERE WILL THE ACTIVITY TAKE PLACE: _____

CHECK THE APPROPRIATE BOX(ES) AND PROVIDE EXPLANATION AS TO HOW THIS ACTIVITY PERTAINS TO THE CLASSROOM CURRICULUM:

ENHANCE K-12 EDUCATION

EXPAND EDUCATIONAL EXPERIENCE

COST OF ITEM SOLD		FUNDRAISER PROJECTION	
Each	\$	Estimated Sales	\$
Case	\$		
Delivery	\$	Less: Estimated Purchased	\$
Tax	\$		
Total Cost	\$	Less: Other Expenses/Promotion	\$
Sale Price	\$	Equals: Estimated Total Profit	\$

*A purchase order must be obtained BEFORE ordering any merchandise in connection with this activity. ALL VENDORS ARE TO USE THE PO# ON INVOICES!

NAME OF ANY ORGANIZATION(S) INVOLVED: _____

I understand that if this fundraising activity fails to make a profit, any loss will be absorbed by my building budget.

Teacher's Signature

Date Signed

Principal Signature

Date Signed

Business Manager Review: _____
Initials & Date

Approved:

Denied:

Reason: _____
