

PARENT ORGANIZATION FUNDRAISING FORM

School: _____ School Year _____

Date of application: _____

Date of approval received (see below): _____

Organization name: _____ Advisor(s) name(s): _____

Advisor contact number or email: _____

Circle yes or no:

- Incorporated as a non-profit y/n
- Liability insurance obtained or included in the District's Umbrella Policy y/n
- Agree to adherence of school district policies y/n
- Agree to provide twice yearly financial statements to Superintendent or designee y/n

Description of activity or items to be sold:

Date(s) of anticipated event: _____

What time of day will the event be held (Check one or more): Before school During school After school

Anticipated profit: \$ _____

Profits will be used for (indicate general or specific use): _____

Grade level(s) participating: _____

Number of students participating: _____

Administrative Review:

Principal approval _____ Date _____

Superintendent or designee approval _____ Date _____

Note: Door-to-door sales or student incentive for sales strictly prohibited.

Funds collected must be promptly deposited and reported to the building Principal. A semi-annual summary financial report (January and June) must be submitted to the Superintendent or designee with an **end of event report** for **each activity**. The end of event report provides the following information: amount(s) collected, itemized expenditures, open accounts, funds on hand. A copy of the semi-annual financial report must also be provided to the custodian of the General Activities Fund.

Fund raising that does not fall within the general categories of ticket sales, merchandise sales, etc. must receive specific approval by the building Principal and the Superintendent of Schools prior to engaging in the activity.