

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.