

FUNDRAISING REQUEST

School _____ Club or Organization _____

**** (Board policy 3.18) If this is a Crowdfunding (online) fundraiser, you must receive approval BEFORE an online account is established. ALL accounts must be set up through the school office.**

Description of Project (Who, what, when, where, why, how)

Estimate of income from project	\$ _____	Start date _____
Less: Estimate of expense of project	\$ _____	End date _____
Estimate of profit of project	\$ _____	(Limited to two weeks)

Profits to be used for: _____

Staff person in charge _____ Fund Raiser Name _____
(Print Name)

*****By signing this document, it is understood and agreed that, in accordance with Board Policy, and the Department of Education Financial Procedures for Local Schools (Section 4), All funds collected must be delivered to the Principal's office for receipting and deposited in a timely manner. Monies are not to be held by sponsor. It is also understood that, at no time a deficit balance is allowed.***

Sponsor's signature _____ Date _____

****If food is sold during the school day, approval must be obtained from CNP by **July 1** (for 1st Semester) or January 1 (for 2nd Semester)**

_____ Approved	_____ Disapproved	_____ Principal	_____ Date
_____ Approved	_____ Disapproved	_____ CNP Director	_____ Date
_____ Approved	_____ Disapproved	_____ CSFO	_____ Date

To be completed at the conclusion of the project.

Income from project \$ _____
Expense of project \$ _____
Profit of project \$ _____

THIS COMPLETED FORM IS TO BE FILED FOR AUDIT AND KEPT FOR FIVE YEARS.

New format 09/2019 - Destroy previous forms - Duplicate blank forms as needed