

FUNDRAISER PROJECT REQUEST

ACTIVITY NAME _____ SCHOOL _____

We request permission to have a _____

(Type of fundraiser or raffle)

during the _____ **SCHOOL YEAR**. This sale or fundraiser is to raise revenue for the purpose of _____

Items being sold _____

SPONSOR

PRINCIPAL

DATE

DATE

Following the building principal's approval, the sponsor shall submit the following to the Treasurer's Office.

1. Completed purchase order, sale brochure with a listing of cost for items being sold.
2. Copy of Fundraising Project Request Form completed by the sponsor and building principal.
3. Receipt **must** be given each time money is turned in. Checks should be deposited within the month received. This information must be available upon request from Auditors or Treasurer's Office.

APPROVAL

TREASURER

DATE

UPON COMPLETION OF THE SALE OR FUNDRAISER, A COMPLETED FUNDRAISER SUMMARY FORM MUST BE SENT TO THE OFFICE OF THE TREASURER.