

# FUNDRAISING APPLICATION FORM



Please complete this form in full and attach any additional information needed to approve the fundraiser. Principal approval is required prior to forwarding the application to the Learning, Curriculum, Instruction & Assessment (LCIA) Director for approval. Applicant must submit this form at least 14 days prior to the fundraising activity and must receive approval BEFORE the activity can occur.

School: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must be at least 14 days prior to event)

Grade level(s) participating: \_\_\_\_\_ Organization: \_\_\_\_\_

Person(s) responsible for fundraiser: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Items to be sold/donated: \_\_\_\_\_

Unit price of items: \_\_\_\_\_ Profit per item: \_\_\_\_\_

Company handling items: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Sales tax will be paid to vendor? Yes  No

Purpose of fund raising/how dollars earned will directly benefit students: \_\_\_\_\_

\_\_\_\_\_

Are students expected to sell products door-to-door? Yes  No

Special instructions given to students: \_\_\_\_\_

\_\_\_\_\_

Date parent notification sent: \_\_\_\_\_ Date permission slip sent: \_\_\_\_\_

## For School District Employees:

By signing below I acknowledge that all monies must be deposited into the building internal account controlled by regulations outlined in the *Petty Cash and Internal Fund Guidelines and Procedures* and that I will complete the appropriate fund raising reconciliation forms.

\_\_\_\_\_  
Signature: Club Sponsor Date

\_\_\_\_\_  
Signature: Building Principal Date

\_\_\_\_\_  
Signature: LCIA Director Date