

Central Point School District #6 Fundraising Request



To avoid overlapping fundraisers and duplicate sales, please complete the following information. Return the completed form to your building secretary/bookkeeper.

Do not start any fundraisers until the request form below is completed and returned with approvals.

School/Building: _____ Club/Organization: _____

Date(s) of Activity: _____ Location of Activity: _____

Name of Fundraiser: _____

Description of Fundraiser: _____

Will this be completed during a sanctioned school event? Yes No

If answer is yes from above, what school event? _____

Reason for Fundraising/Proposed Use of Funds: _____

Estimated money the activity will generate: _____

The initial investment: _____ Investment funded by: _____

InTouch Point of Sale System needed? Yes No If yes, date and location: _____

I understand that all fundraising activities must be approved **before** requesting purchase orders or scheduling the fundraising activity. This pertains to all fundraisers (large or small) even if it is done every year. All monies collected should be submitted to the building secretary/bookkeeper on a daily basis. Monies collected over weekends and holidays should have prior arrangements made with the principal or designee to secure monies until they can be submitted when the office is open. By signing this request, I agree that our club/organization will follow the guidelines outlined in the Student Body Funds Manual.

Advisor/Teacher/Coach Signature: _____ Date: _____

Student Representative: _____ Date: _____

Approved as outlined above

Approved with the following changes: _____

Approved for the following dates/events only: _____

Not Approved

Principal Signature

Date

District Office Signature

Date