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 ___________________________