Shenendehowa Central Schools

7450F

REQUEST FOR FUND RAISING/CHARITABLE ACTIVITIES

I understand that all fundraising activities must be approved **before** requesting purchase orders or scheduling/advertising the fundraising activity. This pertains to all fundraisers, even ones done annually. All monies collected will be secured at all times and will be submitted via the appropriate process. I also understand that many fundraisers incur sales tax and this has been factored into the fundraiser to ensure an understanding of profitability of this fundraiser. *Please refer to ECA Policy 5520 and ECA guidance documents.*

Date of Request_____ Check one: ___ Student Club ___ PTA/Booster ___ Classroom Acct

School: _____Sponsoring Organization: _____

Participating Grade Level: _____ Contact Person: _____

Location of Fundraiser: _____ Dates requested (no more than 7 days) _____

Indicate type of activity ___ Product Sale ___ Event ___Charitable Collection _____ Other

Based on type, describe what will be sold and how the activity will be conducted. (Refer to Board Policy 7450 and/or Policy 3271 -Charitable Donations.) _____

Product Sale or Event:
Explain the type of products to be sold or type of event (including vendors you will use) and provide estimated budget below: _____

Estimated Receipts		Estimated Expenses		Estimated Profit	

Charitable Collection: list name(s) of organization(s) to which you intend to donate and how/where collection will be conducted:_____

Other: Explain fundraisers not meeting any of the above categories in detail including vendors, locations, estimated financial info: _____

_____

Purpose of fundraising activity: (Please describe how the proceeds will be used.)

_____

Faculty Advisor Signature _____ Student Treasurer Signature _____

_____

___ Approved ____ Denied Building Admin Signature: _____ Date_____

___ Approved ____ Denied Director of Policy Signature: _____ Date_____

NOTE: A copy of the approved fundraising form must be attached to all related disbursing and deposit forms.
Reviewed/Revised: July 2013, March 2017, December 2019
NOTE: Information provided should coincide with information submitted on the ECA Charter to the Business Office.
Cc: Recipient, District Treasurer