



# 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