

Sparta CUSD #140

FUND-RAISING REQUEST FORM

Name of Organization: _____

Dates of Project: From: _____ To: _____

Titles and description of Fund-Raising Activity: _____

What account will funds be deposited into? _____

Note: All funds raised by an approved school activity must be deposited in school accounts. Do not pay any incurred costs in cash.

Description of Student Involvement: _____

List by name any product to be sold, cost, and profit margin: _____

Anticipated revenue to be generated: _____

What is the planned use for the funds being raised? _____

Persons responsible for the collection of money and/or materials:

Name: _____

Address: _____

Phone #: _____

Requested by: _____ Date: _____

_____ School sponsor/employee

.....

Recommended for: Approval: _____ Non-approval: _____

Principal's Signature

Date

.....

Approved by:

Superintendent/Designee's Signature

Date

Distribution: 1) Applicant; 2) Principal; 3) Central Office

****Deposit Receipt(s) must be provided to the Central Office with this request form once the fundraiser is completed****

Fundraising

After the fundraiser has been approved, you will receive an email from Tracy Stefani with a copy of the approved request.

After your fund-raiser is complete, you will need to send a copy of your deposit ticket and receipt from the fund-raising company to Tracy by email.

Each club can have two fundraisers per school year. If you submit for a third fundraiser, it will be denied.