

# 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