

**REQUEST FOR FUNDRAISING PROJECT**

School: \_\_\_\_\_ Date: \_\_\_\_\_

Club/Funds: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Person responsible for turning in receipts to the office: \_\_\_\_\_

Type of Fundraiser: (i.e. Candy Sale, Car Wash, etc.) \_\_\_\_\_

Dates of Activity: From \_\_\_\_\_ To \_\_\_\_\_

Will students participate in the activity? ☐ Yes ☐ NoIf yes, will students be selling merchandise? (9-12 only) ☐ Yes ☐ NoCan unsold items be returned for credit? ☐ Yes ☐ NoIs this a commission-based fundraiser? ☐ Yes ☐ No

Vendor: \_\_\_\_\_

Selling Price Per Item: \_\_\_\_\_ Purchase Cost Per Item: \_\_\_\_\_

Commission % to School: \_\_\_\_\_ Commission % to Vendor: \_\_\_\_\_

Estimated Profits (Total): \_\_\_\_\_

Profits to be used for:  
(Please be specific) \_\_\_\_\_

It is understood that:

- Receipts will be turned in to the office daily.
- K-8 students are prohibited from solicitations, such as door-to-door sales.
- The club must have or turn in funds sufficient to cover the complete costs of the activity before the vendor is paid.
- Any extension of the completion date noted above must be approved in advance by the principal.
- The Summary of Fundraising Activity Form must be completed within three weeks after completion of the project and posted to the school's website. No additional fundraisers will be approved if the summary is not completed and posted timely.
- Sales tax may be due on any resale of merchandise. See rules below:

School-Wide Fundraiser: Sales Tax is paid on the total receipts; no exemption

Nationally Chartered Clubs: 6 tax-exempt; cannot last longer than 2 months &amp; not overlap

School-Based Clubs: 1 tax-exempt; cannot last longer than 2 months; all others no exemption

**SCHOOL APPROVAL SIGNATURES:**\_\_\_\_\_  
(Club or Organization Sponsor) Date: \_\_\_\_\_\_\_\_\_\_  
(Principal) Date: \_\_\_\_\_**CENTRAL OFFICE SIGNATURE:**\_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_  
\_\_\_\_\_  
(Director of Financial Operations) Date: \_\_\_\_\_

## FUNDRAISING PROCEDURE QUICK REFERENCE

	RECURRING	ONE-TIME
<b>Definition:</b>	Occur every school year or throughout the year	Short-Term and may not occur every school year
<b>Examples:</b>	School Pictures School Stores Book Fairs Parking Stickers Yearbooks Sticker Machines	Merchandise Sales (Magazines, T-shirts, etc.) Car washes Food Sales (Doughnuts, Cookies, Candy, etc.) Donor's Choose
<b>Reporting:</b>	<p>Annual Request for Recurring School Fundraisers to be submitted by September 1st of each year.</p> <p>Complete Summary of Fundraising Activity Form within three weeks of the end date of each activity and post it to the school's website.</p> <p>Verify with the vendor any commissions received and are consistent with the signed agreement.</p>	<p>Request for Fundraising Project to be submitted and approved prior to the start of the activity.</p> <p>Complete Summary of Fundraising Activity Form within three weeks of the end date of each activity and post it to the school's website.</p> <p>Verify with the vendor any commissions received and are consistent with the signed agreement.</p>