

BEND-LA PINE SCHOOLS REQUEST FOR FUNDRAISING ACTIVITY

Instructions for this form

1. Fill out Part 1 and submit to the Office Manager or Accounting Tech for review. Your admin staff will coordinate approval with your Principal. You MUST receive Principal approval on all fundraising activity prior to starting the fundraiser.
2. Complete the necessary cash receipt forms during the activity and submit weekly.
3. Profit and loss summary will be provided to you at the end of the fundraiser.

SCHOOL BOARD POLICY: No school or school-related student group is authorized to conduct any type of door-to-door solicitation for the school group. However, this policy shall not so restrict such activities conducted in the student's home, or in the homes of relatives or close friends.

PART 1 - Complete section and submit to Office Manager/Accounting Tech for approval BEFORE event

Name of Club or Activity _____

Advisor Name _____

Vendor (if selling product) _____

Purpose of Fundraiser (provide detail on how the money will be spent) _____

*****Gift Cards May Not Be Purchased. See Your Office Manager or Accounting Tech for Exceptions*****

Description of Fundraising Activity (what are you selling / doing?) _____

Methods Funds Will Be Collected? _____

*****Digital Apps That Route Funds Through Employee Accounts Are Prohibited (Venmo, Go Fund Me etc)*****

Dates of Fundraiser Begin: _____ End: _____

Estimated Amount to be Raised _____

Estimated Expenses _____

Part 2 - Complete this section at completion of fundraiser

Total revenues collected _____

Total expenditures _____

Amount and description of product not sold (i.e. product lost, given away, returned etc.) _____

Principal's authorization: This request is _____ Approved _____ Denied

Reason for denial _____

Principal's Signature _____

Office Manager/Accounting Tech Signature _____

Original: Office Manager or Bookkeeper

Copy: Advisor - to be returned upon completion of activity