

BEND LAPINE SCHOOLS
REQUEST FOR FUNDRAISING ACTIVITY

Instructions for this form

1. Fill out Part 1 and submit to the Principal for approval. You **MUST** receive Principal approval on all fundraising activity prior to starting the fundraiser.
2. Complete the necessary cash receipt forms during the activity.
3. At the end of the fundraiser, fill out Part 2 of this form and submit to the Office Manager or Bookkeeper along with the cash receipt forms.

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 this section and submit to Principal 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) _____

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

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 _____

Original: Office Manager or Bookkeeper
Copy: Advisor - to be returned upon completion of activity