

Lowndes County Public Schools
Hayneville, Alabama

School Fundraiser Request Form

Date of Request _____ Name of Fundraiser _____

Requestor's Name _____ Group Name _____

Beginning Date _____ Ending Date _____

Purpose of Fundraiser _____

Specific procedure for sales _____

Name of company supplying items for sale _____

Description of items for sale _____

Estimated cost of items for sale _____ Sale price of items _____

Estimated Profit _____ Place of sales: on campus ___ off campus ___ both ___

Location of sales area if on campus sales _____

Requestor's Signature _____

Approved fundraising activities must comply with financial procedures for school funds, including:

- Make all checks payable to the schools.
- All funds collected must be delivered to the Principal's office for a Master Receipt. Do not cash checks from collections.
- Income from fundraisers must be deposited on a daily basis. Teachers and sponsors of fundraisers should not hold fundraiser income until the project is complete.
- All fundraising expenses must be presented to the principal for payment by check.
- A school employee cannot receive a gift or gratuity from the fundraising vendor.
- Fund-raising will take place outside of school hours.
- If school sponsored, all purchases will be preceded by an authorized purchase order.
- A retail accountability report will be completed by the organization's sponsor.

Principal's Signature _____ Date _____

Request Approved _____ Request Denied _____

Superintendent's Signature _____ Date _____

Request Approved _____ Request Denied _____

Send a completed copy to Business & Fiscal Affairs