

FUND-RAISER PERMISSION FORM

Name of Organization: _____

Name of Sponsor: _____

Dates of Event – Beginning: _____ Ending: _____

Purpose of Fund-raiser: _____

(Use of funds must have a clearly defined, educational purpose.)

Description of Fundraiser: _____

Name of Vendor: _____

Estimated Cost of Expenses: _____

Percentage of Profit to be received: _____

Details of How School Facility or Board Property will be used for Event: _____

Describe Any Student Incentive Awards for Top Sales: _____

Will Fund-raising take place outside of school hours? ☐ YES ☐ NO

I certify that this fund-raising event will comply with all Board of Education and local school guidelines. These include but are not limited to:

1. Fund-raising will not involve the selling of items door-to-door.
2. If food items are sold on school property, CNP Wellness guidelines will be followed.
3. All purchases will be preceded by an authorized purchase order.
4. Money will be receipted by the teacher and submitted to the office daily.
5. A retail accountability report will be completed by the organization's sponsor.
6. A copy of the detailed activity report will be attached to the completed accountability.

Sponsor's Signature

Date

☐ Approved: _____
Date

☐ Denied: _____
Date

Principal's Signature

☐ Bookkeeper Notified

If approved, you must obtain a fund-raiser packet from the bookkeeper's office.