Worth County Schools

Fund-Raiser Request Form

* All **first semester** fundraisers are required to be submitted to the Superintendent by the **second Thursday** of the school year.(*NO EXCEPTIONS*)! All **second semester** fundraisers are required to be submitted to the Superintendent by **second Thursday in December, no exceptions.**
* All fundraisers must be preapproved by the Superintendent and approved by the Board of Education.
* **Fundraisers involving students (students selling) are limited to two per year.**
* ***No fundraisers will be approved that compete and/or interfere with participation in school meals (breakfast & lunch)***
* *Team/Schools* ***DO NOT*** *fund raise to purchase team uniforms. Uniforms are purchased through the athletic department on a predetermined schedule.*

**School**:  **Date Request Submitted**:       **Department**:

**Athletic Team**:  **Does this event involve students?**  YES  NO

**Details of the Fundraiser/Event**

1. **Describe the event/activity in detail:**
2. **What will the raised funds be used for?**
3. **Sponsor:**       **Does this event occur during instructional time?**
4. **Actual Date(s) of Event:**       **Location of Event**:
5. **Time of Event:**       **Amount of Funds Projected to be Raised**: $
6. **Is there a ticket or participation cost for students?**  **If “Yes”, what is the charge?** $

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*Teacher’s/Sponsor’s Signature & Date Principal’s Signature & Date*

**Food and Beverage Sale Requirements: (School Nutrition Director MUST Approve)**

1. Will students be either selling or buying food and/or beverage items under this project/event?

YES  NO

1. Will sales be during the school day (7:00am – 3:15pm)?  YES  NO
2. Is the food/beverage item approved as a “Smart Snack”?  YES  NO

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*Director of School Nutrition Signature Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approved  Not Approved

*Superintendent’s Signature & Date*

**Superintendent’s comments:**

|  |
| --- |
| **BOE Approval**:  YES  NO |

Protocol procedure for processing this form. This form replaces the fund raising form on Frontline Central.

1. All questions must have a response.
2. Teacher/Sponsor must sign and date.
3. The school principal must sign and date.
4. Submit form to Director of Nutrition for approval and/or denial.
5. Director of Nutrition forwards the form to the Superintendent’s office for final approval.