



PEQUANNOCK TOWNSHIP SCHOOL DISTRICT FUNDRAISER APPLICATION

Instructions: This form shall be used for fundraising activities. Before any activity is begun, the Principal ***must sign*** this form authorizing the organization to proceed with the project. Where a school organization wishes to solicit funds in school, this form must be signed by the Principal. If a school organization is fundraising outside of school, this form must be signed by the appropriate school principal. If a student wishes to solicit funds from fellow students on behalf of a non-school organization, the form is to be signed by the appropriate school principal. By signing this form the Principal and sponsor acknowledges they are familiar with all the school District's policies regarding the sale of merchandise and/or food products**. The organization and/or club is responsible to collect sales tax and accept any and all liability related to this fundraiser. Also, within **ten** school days of the completion, the sponsor will submit an operating report to bookkeeper or secretary. Failure to turn in a completed operating report may affect approval of future fundraiser(s).

Today's Date: _____ Campus: _____

Club name: _____ Fundraiser: _____

Sponsors involved: _____ # Students involved: _____ Location: _____

Supervisor: _____

Explain fundraising procedures: _____

Explain how funds will be used to benefit students/school: _____

Type of fundraiser: Catalog Sale Single item sale Concessions Gaming Other _____

**List Food items to be sold: _____

Date(s)/time(s) of fundraiser: _____ Date _____ Time _____ Date _____ Time _____ Is this sale taxable? Yes No

➤ If taxable, will this sale count as one of the two tax-free sale days? Yes No Date: _____

Is this your 1st or 2nd tax-free sale? 1st 2nd Estimated Gross: _____ Estimated Net: _____

Vendor Name: _____ Vendor Representative: _____

Vendor address: _____

Vendor telephone number: _____

By signing I acknowledge I will comply with student activity procedures, guidelines and reporting.

_____ Sponsor's Name _____ Sponsor's Signature _____ Date

Approved Denied _____
Principal's Signature **Date**

**In accordance with BOE Policy 8505 and the requirements set forth by the Smart Snack Standards and the Healthy Hunger Free Kids Act of 2010 and under the Department of Agriculture's definition of "School day."

Facility Use Application must be attached if using a school facility.