



Troup County School System

Fundraiser Request Form- Not Including Food/Beverage

INSTRUCTIONS: Complete this form in its entirety. Each request must be signed by the school principal and submitted to the Operations Department at the Administrative Service Center no later than TEN (10) DAYS prior to the anticipated fundraiser. A copy of the approved/denied request will be returned to the school or origin.

GENERAL RULES AND REGULATIONS

1. Students may not participate in door-to-door solicitation for fundraising.
2. School and school-related organizations, such as the PTO, Booster Club, etc. may not conduct fundraisers that involve students during the school day.
3. An academic class is prohibited from conducting fundraisers.
4. The only approved forms of payment for fundraisers are cash and check.
5. Fundraisers and flyers/advertisements must have prior approval from the Superintendent or designee before it can take place.

Name of School: _____ Date of Request: _____

Name of Organization AND Sponsor: _____

Name of Fundraiser: _____

Description of Fundraiser: _____

Will Students be involved? YES NO If yes, how so? _____

Will an outside vendor be involved? YES NO

If yes, provide the name, location, and a brief explanation: _____

Number of Students Involved: _____ Dates(s) of Fundraiser: _____

Anticipated Revenue: \$ _____

Please initial each applicable section below:

_____ I certify my fundraiser does not involve food/beverage.

_____ I have attached a copy of this fundraiser flyer/advertisement or will submit a copy for approval at least TEN (10) DAYS prior to the anticipated fundraiser.

School Level Approval

School Sponsor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

District Level Approval:

Approved: _____ Denied: _____ Reason: _____

Superintendent/ Designee's Signature: _____ Date: _____