

## **Business/Non-Instructional Operations**

### **School Fund Raisers**

The Board of Education recognizes the desire of certain volunteer organizations and schools to raise funds to support the school activities that they sponsor. Such efforts are sincerely appreciated.

Any volunteer organization which intends to raise funds benefiting students within the New London Public Schools must annually register its intent with the Superintendent prior to undertaking such activities; along with this request, a copy of the group's completed financial statement, covering last year's activities, must be included. The Superintendent's authorization is required before any organization can raise funds.

The Superintendent shall have final approval of all fund raising activities, and shall be provided with a copy of the group's financial report.

Volunteer organizations, which raise more than one hundred dollars annually, shall keep their own financial records which shall be submitted yearly to their membership, and a copy shall be provided to the Superintendent's office. These records will be available upon request to the public. These financial reports are for accountability only, and are not to be utilized to support the school budget. Volunteer groups are responsible for maintaining appropriate financial controls and filing all reports required by law.

New London Public Schools  
New London, Connecticut

FUND-RAISING ACTIVITY APPROVAL FORM

School: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor/Contact Person: \_\_\_\_\_

Fund Raising Activity: (Please Check One)

- Gift/Donation
- Raffle/Solicitation
- Sale of Goods
- Sale of Services

Details of Fund Raising Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Fund-Raising Activity: \_\_\_\_\_

Value of Gift or Donation: \_\_\_\_\_

If sale of good or services, indicate sales price or range of sales prices: \_\_\_\_\_

Will items for re-sale be purchased using districts governmental sales and use tax exemption:  
 Yes  No If no, explain \_\_\_\_\_  
\_\_\_\_\_

Estimated revenue from activity: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Board approval date if required: \_\_\_\_\_

New London Public Schools  
New London, Connecticut

FUND-RAISING ACTIVITY FOLLOW-UP FORM

School: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor/Contact Person: \_\_\_\_\_

Proposed date of event: \_\_\_\_\_

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To be completed by the supervisor/contact person of the following authorized fund-raising activity.

Has the authorized fund raising event taken place:  Yes  No

Did the event take place on the proposed date:  Yes  No

In no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Date gift or donation received: \_\_\_\_\_

Actual value of gift or donation: \_\_\_\_\_

If other than gift or donation: \_\_\_\_\_

Actual gross revenue received from event: \$ \_\_\_\_\_

Expenses (if any) incurred to run event:  
(Please describe and itemize) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If needed attach separate sheet) \_\_\_\_\_

Total Expenses: \$ \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_