



Fundraising Proposal Guidelines for Principals

IF a fundraising idea has been brought to you and you it serves a legitimate need at your school, use the table below to determine if the targeted purchase requires a written proposal to the Business Office.

NO	YES
Student or teacher supplies <ul style="list-style-type: none"> • Consumable or non-consumable 	Staff time (payroll) <ul style="list-style-type: none"> • Extra Duty Pay • Regular salary • Substitute Time
Staff appreciation items <ul style="list-style-type: none"> • Small tokens of appreciation • Items for the staff room 	Contracted Services <ul style="list-style-type: none"> • Artists in the classroom • DJs for dances • Other consultants
Field Trips <ul style="list-style-type: none"> • Student Transportation • Admissions 	Technology Items <ul style="list-style-type: none"> • Computers and peripherals • Software • Document cameras and other classroom instructional aides
Student Scholarships	Facility-related items <ul style="list-style-type: none"> • Grounds or building-related • Equipment (large, requiring installation)
	Professional Development items

For YES items, please complete the following and submit to the Business Office for review.

Building: _____ Principal: _____

Proposer Name: _____ Proposal Date: _____

Timeline for fundraiser and purchase: _____

Describe item(s) to be purchased by fundraiser: _____

Estimated budget: _____

Departmental Review (as required)

Technology Services	OSP	Human Resources	Facilities/Transp.
Date/Initials:	Date/Initials:	Date/Initials:	Date/Initials:

Business Office Approval: _____ Date: _____