

North Adams Community Schools Fundraising Request

Individual Requesting

School/Group Requesting

Date Submitted

Fundraising Policy

A Fundraiser is defined as any monies raised by a school group to purchase any additional items, other than those provided by North Adams Community Schools. This includes advertisements, concessions and anything sold at a profit.

The following information must be included:

- * How much money is needed
- * How the money is going to be raised
- * How the money is going to be used
- * Proposed budget for the entire school year

All Fundraisers must be pre-approved by the Building Principal.

Accounts must be established at the school having the Fundraiser.

You must obtain a purchase order from the School Treasurer for all items purchased.

All items purchased will become the property of the school.

It is the responsibility of the Teacher, Coach or Building Principal to inform all participants of fundraising policies.

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Fundraising Event:

Amount Needed and how it will  
be spent, be specific:

Start Date:

End Date:

Building Principal Signature:

APPROVED: Building Principal

Date

☐ Yes

☐ No

**Save as: Username\_Month\_Day\_Year (Use start date of fundraiser)** Principals: Email Form to Beth Quinn

**REMINDER:** All fundraising requests must be approved by the building Principal before the beginning date of the fundraiser.