

Lowndes County Public Schools
Hayneville, Alabama

School Fundraiser Request Form

Date of Request_____ Name of Fundraiser_____

Requestor's Name_____ Group Name_____

Beginning Date_____ Ending Date_____

Purpose of Fundraiser_____

Specific procedure for sales_____

Name of company supplying items for sale_____

Description of items for sale_____

Estimated cost of items for sale_____ Sale price of items_____

Estimated Profit_____ Place of sales: on campus___ off campus___ both___

Location of sales area if on campus sales_____

Requestor's Signature_____

Approved fundraising activities must comply with financial procedures for school funds, including:

- Make all checks payable to the schools.
- All funds collected must be delivered to the Principal's office for a Master Receipt. Do not cash checks from collections.
- Income from fundraisers must be deposited on a daily basis. Teachers and sponsors of fundraisers should not hold fundraiser income until the project is complete.
- All fundraising expenses must be presented to the principal for payment by check.
- A school employee cannot receive a gift or gratuity from the fundraising vendor.
- Fund-raising will take place outside of school hours.
- If school sponsored, all purchases will be preceded by an authorized purchase order.
- A retail accountability report will be completed by the organization's sponsor.

Principal's Signature _____ Date_____

Request Approved _____ Request Denied_____

Superintendent's Signature _____ Date_____

Request Approved _____ Request Denied_____

Send a completed copy to Business & Fiscal Affairs