

## FUND RAISING ACTIVITY REQUEST FORM

### Activity Funds Plan and Report

Today's Date \_\_\_\_\_

Complete one form for each activity your class/club/organization is planning.

Class/Club/Organization making request: \_\_\_\_\_

The above group is requesting permission to conduct the following activity in compliance with the school district's extraclassroom activity procedures, regulations, Board of Education policies, and NYS Laws. All purchases, receipts and disbursement of funds must be made in accordance with school district procedures, regulations and policies, and NYS Laws.

ACTIVITY PLANNED: \_\_\_\_\_

Indicate one:  FUND RAISING EVENT  SERVICES PROJECT  OTHER (explain)

ACTIVITY/SALE DATES: Begin \_\_\_\_\_ End \_\_\_\_\_

	<u>Projected (prior)</u>	<u>Actual (after)*</u>
<b>EXPENSES</b> 1. _____	\$ _____	\$ _____
(Costs) 2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
<b>RECEIPTS</b> 1. _____	\$ _____	\$ _____
(Income) 2. _____	\$ _____	\$ _____
<b>PROFIT</b> (Receipts minus Expenses)	\$ _____	\$ _____

The student officers of the above named Class/Club/Organization understand the above activity and assume responsibility for its fiscal conduct.

NOTE: All four signatures are required before stating this activity, sale, event or project.

**Faculty Advisor** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Student Treasurer** Signature \_\_\_\_\_ Date: \_\_\_\_\_

NEW YORK STATE TAXABLE Event/Activity/Project:  YES  NO

**Extraclassroom Activity Funds**

**Central Treasurer** Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied

**Principal** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Superintendent** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**\*After this activity, sale, event or project:**

1. Record the actual Expenses, Receipts and Profit
2. Record on the back of this form, (a) the names of students who have not turned in money and the amounts, (b) an explanation for missing money or products..
3. Give one copy of this form to the Central Treasurer, Principal, and keep original copy.