

SOUTH BEND COMMUNITY SCHOOL CORPORATION

Request for Fundraising Project

All fundraisers must be approved prior to the fundraiser taking place.

□ Approved □ Denied Principal's Signature:	School/Department:			Date:		
Date(s) of Project:	Organization:			Sponsor:		
Estimated Profit: \$ Estimated # of Units Sold: Cost per Unit:	Description of	Fundraising F	roject:			
Estimated Profit: \$ Estimated # of Units Sold: Cost per Unit:			D:	ate(s) of Project:		
# of Completed Fundraising Projects Held for Your School/Department this School Year: # of Future Fundraising Projects for Your School/Department – to be Completed this School Year: # of Future Fundraising must be deposited daily into the correct Extra-Curricular Account. Fundraisers must collect cash up front/at the time of sale rather after items are received. Proper cash handling procedures must be followed. Profits from your fundraising project must be transferred to a clif Fund if they will used to purchase items/services not extra-curricular in nature. Examples include: classroom materials, office supplies, equipment, and other items normally purchased with general or capital funds. Participation in fundraising projects shall not be completed during normal working hours. Requests for fundraising permission must be filled at least 10 (ten) days prior to start date of the fundraiser. Approver needed: Pundraisers by students on behalf of school-related organizations, with funds managed by SBCSC, need permission of the School's Principal. Fundraisers by students on behalf of school-related organizations, with funds NOT managed by SBCSC, need permission of the Superintendent. Utilizing the name, logo, or any assets of SBCSC (including buildings & technology) must have permission of the Superintendent. Raing funds for supplemental supplement	Company Name:			Sales Representative:		
# of Completed Fundraising Projects Held for Your School/Department this School Year:	Estimated Pro	fit: \$	Estimated # of Units Sol	d: Cost pe	er Unit:	
## of Future Fundraising Projects for Your School/Department – to be Completed this School Year: All income from fundraising must be deposited daily into the correct Extra-Curricular Account. Fundraisers must collect cash up front/at the time of sale rather after items are received. Proper cash handling procedures must be followed. Profits from your fundraising project must be transferred to a Gift Fund if they will used to purchase items/services not extra-curricular in nature. Examples include: classroom materials, office supplies, equipment, and other items normally purchased with general or capital funds. Participation in fundraising projects shall not be completed during normal working hours. Requests for fundraising permission must be filed at least 10 (ten) days prior to start date of the fundraiser. Approver needed: Fundraisers by students on behalf of school-related organizations, with funds NOT managed by SBCSC, need permission of the School's Principal. Fundraisers by students on behalf of school-related organizations, with funds NOT managed by SBCSC, need permission of the Superintendent. Utilizing the name, logo, or any assets of SBCSC (including buildings & technology) must have permission of the Superintendent. Raising funds for supplemental supplies for a classroom, school activity, ECA activity must be approved by the Superintendent. Games of chance (ex: bingo, game nights, raffles, prizes, pull tabs, punch-boards, etc.) need approval of the School Board and must adhere to Indiais Submitter's Name (print):	How will Profi	ts be Spent? _				
□ Approved □ Denied Principal's Signature:	# of Future Fu All income from fu after items are red used to purchase i purchased with ge Requests for fund Fundra Fundra Utilizin Raising	undraising Projundraising must be beived. Proper casitems/services no eneral or capital furaising permission issers by students issers by students g the name, logo, funds for supples	ects for Your School/Department — to be edeposited daily into the correct Extra-Curricular A h handling procedures must be followed. Profits freextra-curricular in nature. Examples include: class ands. Participation in fundraising projects shall not must be filed at least 10 (ten) days prior to start don behalf of school-related organizations, with funder the properties of SBCSC (including buildings & techniques and supplies for a classroom, school activity, EC. ago, game nights, raffles, prizes, pull tabs, punch-benefits.	e Completed this School Year:	p front/at the time of sale rather than nsferred to a Gift Fund if they will be ent, and other items normally ours. of the School's Principal. ssion of the Superintendent. perintendent.	
□ Approved □ Denied Superintendent's Signature: Date: Does Superintendent Approve Use of SBCSC Logo, Name, Assets? □ Yes □ No □ Discussion N	Submitter's Na	ame (print): _		Signature:	Date:	
Does Superintendent Approve Use of SBCSC Logo, Name, Assets? ☐ Yes ☐ No ☐ Discussion N	☐ Approved	☐ Denied	Principal's Signature:		Date:	
	☐ Approved	☐ Denied	Superintendent's Signature:		Date:	
☐ Approved ☐ Denied School Board's Signature: Date:		De	pes Superintendent Approve Use of SBCS	C Logo, Name, Assets? ☐ Yes	☐ No ☐ Discussion Needed	
	☐ Approved	☐ Denied	School Board's Signature:		Date:	

 $Send\ copy\ of\ final\ form\ to:\ Principal,\ Superintendent,\ Organization\ Sponsor,\ Finance\ Department$