



SOUTH BEND COMMUNITY SCHOOL CORPORATION

Request for Fundraising Project

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

School/Department: _____ Date: _____

Organization: _____ Sponsor: _____

Description of Fundraising Project: _____

_____ Date(s) of Project: _____

Company Name: _____ Sales Representative: _____

Estimated Profit: \$ _____ Estimated # of Units Sold: _____ Cost per Unit: _____

How will Profits be Spent? _____

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: _____

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 than 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 be 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 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 Indiana Law.

Submitter's Name (print): _____ Signature: _____ Date: _____

☐ Approved ☐ Denied Principal's Signature: _____ Date: _____

☐ Approved ☐ Denied Superintendent's Signature: _____ Date: _____

Does Superintendent Approve Use of SBCSC 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

South Bend Community School Corporation, 737 Beale Street, South Bend, IN 46616

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