



# 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