

FUNDRAISER/SALES Authorization

Class, group or club requesting: _____

Item(s) to be sold: _____

If t-shirt sales, wording to be used: _____

Sales Start Date: _____

Sales End Date: _____

Price of item(s) to be sold: \$ _____ \$ _____

Purpose of fundraiser: _____

Use of profits: _____

Notification to student body, parents & community: (school announcement, website, letters/flyers sent home? Applicant is responsible for making flyer/compiling info & giving to office with requested means of communication)

*Money must be paid before merchandise given to students to distribute

*ALL order forms & funds must be turned in to secretary

*ALL Fundraisers/Sales must be approved by School Board in advance

*ALL Fundraisers/Sales must follow school procedures – communicate with Business Office

Teacher/Sponsor making request Date

Principal Authorization Date

Board Approval Date