

SOUTH BEND COMMUNITY SCHOOL CORPORATION
REQUEST FOR FUND-RAISING PROJECT

School _____ Date _____

Organization _____ Sponsor _____

FUND-RAISING PROJECT:

Description of project (including date range)

Company _____ Sales Representative _____

Estimated Profit _____ Estimated # units sold _____ Cost/unit _____

Purpose for which funds were raised

All income from fund-raising must be deposited daily into the extracurricular account. Profits from your fund-raising project must be transferred to the gift fund when used for items which are not extracurricular in nature. Such items would include anything normally purchased from the capital project, fee, or general fund: for example, classroom materials, office supplies, and equipment.

FUND-RAISING HISTORY:

How many fund-raising projects has your organization had this year? _____

SCHOOL INFORMATION:

How many other fund-raising projects will be conducted at your school during this time period? _____

Date _____ Approved Disapproved
Principal

Date _____ Approved Disapproved
Schools and Academic Programs

Comments _____

Participation in fund-raising projects should not be during instructional time. Requests for fund-raising projects must be filed at least 10 days prior to beginning date of project.

White: Schools and Academic Programs

Yellow: Principal

Pink: Organization's Sponsor

Gold: Supervisor of Budgets and Grants