

**PERRY LOCAL SCHOOL DISTRICT
REQUEST FOR FUND RAISING ACTIVITY**

Club Name _____ Club Account Number _____ Date _____

Description of Fund Raiser _____

Purpose of Fund Raiser _____

Date of Fund Raiser Starting _____ Ending _____

Type of Fund Raiser (Please check box):

- 1. Purchase of commercial products for resale
- 2. Service Project (ie: Car Wash, Restaurant Night Out)
- 3. Special Event (ie: Concert)
- 4. Crowdfunding (ie: DonorsChoose)

Please provide vendor information below for all purchase orders needed to conduct fund raiser (commercial products for resale, tickets, supplies, etc.)

Vendor _____ Address _____ City _____ State _____ Zip _____ Estimated Amount _____

Advisor Signature _____

Printed Name _____

Approved Not Approved

Principal's Signature _____ Date _____

Acknowledged – Superintendent _____ Date _____

Acknowledged – Treasurer _____ Date _____

Purchase Order(s) Assigned _____

PERRY LOCAL SCHOOL DISTRICT REQUEST FOR FUND RAISING ACTIVITY

INSTRUCTIONS

1. Complete **Request for Fund Raising Activity** before project commences.
 - *Club Name/Account Number:* List student activity club name and account number (ie 200-9013). If fund raiser is a crowdfunding event for individual classroom, please simply list the classroom (ie Edison science).
 - *Description of Fund Raiser:* Explain what will be sold or how funds will be raised. If a DonorsChoose event, explain what is being requested.
 - *Date of Fund Raiser:* List proposed starting and ending dates.
 - *Type of Fund Raiser:* Identify the type of fund raiser being conducted by checking the appropriate box. The type number (1 - 4) will determine which Summary of Sale form to use at the completion of the fund raiser.
 - *Purpose of Fund Raiser:* Note what the profits of the fund raiser will be used for.
 - *Vendor Information:* The Treasurer's office will prepare all purchase orders needed to conduct the fund raiser. Do not list items that you plan to buy or donations that you plan to make with the profits of the sale. This section is only for items needed to conduct the fund raiser.
2. Submit **Request for Fund Raising Activity** to Building Principal for approval.
3. Building Principal forwards Request to Central Office.
4. Superintendent and Treasurer acknowledge receipt of request.
5. Purchase orders are assigned to requisitions.
6. Copies of **Request for Fund Raising Activity Form** are returned to the Originator, Building Principal and Building Secretary/Clerk. Purchase order copy is attached to Originator copy.