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Fundraising Activity Request Form

Date: \_ Name of Class/Club/Organization making request: \_\_ \_\_\_

The above group is requesting permission to conduct the following activity in compliance with the school district’s extra classroom activity procedures, regulations, Board of Education policies and NYS Laws. All purchases, receipts and disbursement of funds must be made in accordance with school district procedures, regulations and policies and the NYS Laws. Complete one form for each activity your class/club/organization is planning.

Activity Planned: \_\_\_ \_\_\_\_

**Indicate one:** **Activity/Sale Dates**

FUND RAISING EVENT  SERVICES PROJECT  OTHER (explain) Begin \_ End \_ \_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | **Projected (prior)** | **Actual (after)\*** |
| **EXPENSES** | 1. | | $ | $ |
| (Costs) | 2. | | $ | $ |
|  | 3. | | $ | $ |
|  | 4. | | $ | $ |
|  | 5. | | $ | $ |
|  |  | |  |  |
| **RECEIPTS** | 1. | | $ | $ |
| (Income) | 2. | | $ | $ |
|  |  | |  |  |
| **PROFITS** (Receipts minus Expenses) | |  | $ | $ |

The student officers of the above named Class/Club/Organization understand the above activity and assume responsibility for its fiscal conduct.

**New York State Taxable**: Yes No

**NOTE**: All FOUR signatures are required before starting the activity, sale, event and/or project.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Student Treasurer’s Signature Date Faculty Advisor’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Central Treasurer’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  Approved Denied

Chief Faculty Counselor’s Signature Date

\*After this activity, sale, event or project:

1. Record the actual Expenses, Receipts and Profit

2. Record on the back of this form: (a) names of students who have not turned in money and amounts

(b) explanation for missing money and products

3. Student Treasurer keeps the original form and gives a copy to the Central Treasurer