

FUNDRAISER REQUEST FORM

Fundraiser name:	Contact/Sponsor name:	Date proposal submitted:	
Group Proposing Fundraiser:	Contact phone number:	Date approved:	
If prize awarded: Prize & Value:		Proposed Date/Timeframe:	
Location: If on school property, have you received permission and reserved space?			
Fundraiser Target		Fundraiser Actual	
Fundraiser description (type exactly as it should appear on the payment platform):			
Intended use of profit:	A	Gross Fundraising Goal: \$ _____	Gross Fundraising: \$ _____
	B	Estimated Expenses: \$ _____	Expenses w/ receipts: \$ _____
For any payments to a company: include Name, Contact person, email, and payment address.	C	Net Fundraising Goal: \$ _____	Net Fundraising: \$ _____
Tax Exempt Donations			
Donations are generally tax-deductible and are acceptable if there are no goods or services exchanged. Donations should be clearly designated on the check provided from the donor and on the receipt provided to the donor.			

Required Approvals

Sponsor: _____ Date: _____

Principal _____ Approved: ____ Not approved: ____

Bookkeeper _____ For coding and acknowledgement

Account # _____ Event Code _____

A copy will be placed in your mailbox once approved. This form must be completed in its entirety and turned in for auditing purposes even if you have received verbal permission. Thank you.

Important Guidelines:

- Please return/email completed form to [Michaela \(Kiki\) Ottenberg](#)
- The Fundraiser description should provide brief, but detailed information and should appear exactly as a parent/payer will see it on the payment platform and marketing materials. If something is not intended for public view, be sure to clearly designate it as such.
- The Target Gross Fundraising Goal should describe the total amount that could reasonably be raised by the fundraiser if implemented as planned.
- The Estimated Expenses should describe the amount of expenses you expect to incur as part of running the fundraiser (e.g. to purchase merchandise, shipping, handling, miscellaneous fees).
- The Target Net Fundraising Goal should describe the Gross Fundraising Goal minus the Estimated Expenses.
- The **Location** should describe where the fundraiser will be held. If the organizing group plans to use school space, a group representative is responsible for reserving the space in accordance with regular school procedures. Once a request is submitted, it may take a week or so to receive a reply. Please note on your Fundraising Proposal if you have already secured permission and reservation.

Money Collection:

- After final approval – The bookkeeper will create an Account and Event Code and provide this to the Main Sponsor.
 - This account number and event code **MUST** be included on all financial transactions associated with the fundraiser.
 - All checks received should be made payable to the school.
 - Monies should be deposited DAILY either directly to the bookkeeper or placed in the safe. All deposits should include a signed transmittal form. *See bookkeeper for forms, envelopes or cash box if needed.*
 - If Reimbursement of expenses is needed, please submit a Check Request form with original receipt(s) to the bookkeeper. **NOTE: All purchases MUST be preapproved prior to any personal expenditures.**
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