

FUNDRAISER APPROVAL FORM

This form is to be used by GLR recognized organizations to request approval to conduct an activity that involves fundraising or acquiring donations. **Please submit a minimum of one (1) month before event for board approval.**

ORGANIZATION CONTACT INFORMATION	
Requestor Name: _____	Date Submitted: _____
Phone: _____	Email: _____
Organization Name: _____	Organization Advisor: _____

EVENT INFORMATION

Please check the box that best describes your fundraising activity:

- | | |
|--|--|
| <input type="checkbox"/> Sale (e.g., cake sales, cookies, foods (varied), arts and crafts) | <input type="checkbox"/> Contribution/Donation (e.g., donation collections, drawings, door prizes) |
| <input type="checkbox"/> Service (e.g., car wash, sign making, projects) | <input type="checkbox"/> Exhibit/Show (e.g., fashion shows, art exhibits) |
| <input type="checkbox"/> Entertainment (e.g., concerts, plays, movies, dance groups, Mime groups, bands, performers) | <input type="checkbox"/> Collection Drive (e.g., recycling aluminum) |
| <input type="checkbox"/> Concession (e.g., game room, booths at special events) | <input type="checkbox"/> Charity Drives (e.g., "walk-a-thon," collection drives) |

Other: _____
 Description of the item and how it will be sold/marketed: _____

Please describe what the money generated from the fundraising activity will be used for: _____

What % of sales will go to the school? _____

Collaborating off campus vendor or organization: _____ Number of students involved in this activity: _____

Proposed Start Date: _____ Proposed End Date: _____

Location: _____

Will your organization need a cash box? YES NO
 A minimum of \$20.00 will be available in each cash box. If your organization will need more than \$20.00 start up money, please specify amount & denominations: _____

RESPONSIBILITIES/CONDITIONS

By signing below, I understand that I am agreeing to all policies and rules listed in the Guidelines for Food Sales as well as the Fundraising Policy and the Business Procedures Manual. I also understand that any violation of those guidelines by me or any member of the organization or organization sponsoring this event may result in the forfeit of all future fundraising privileges.

Signature of Requestor: _____ **Date:** _____

AUTHORIZATION

Signature of Advisor (Building Principal) _____ **Date:** _____

Signature of Superintendent: _____ **Date:** _____

Signature of Business Manager: _____ **Date:** _____

Date Presented to Board: _____ Board Approved Signature: _____

The Fundraiser is not approved for the following reasons: _____



**George-Little Rock Community School
FUNDRAISING PROJECT SUMMARY REPORT**

Organization: _____ Date of project operation: _____

Sponsor: _____ From: _____ to: _____

Date report filed with Principal: _____

Date Board or Superintendent approved: _____

Project Description: _____

Intended need/purpose of proceeds: _____

REVENUE SUMMARY:

Date	Begin	End	Source of Income	Total	\$ per item	# of items sold
Total						

EXPENDITURE SUMMARY:

Date	PO#	Description	Total \$	\$ per item	# of items sold
Total					

Grand Total of Project Expenditures: _____

Final Profit from Project: (total revenues minus total expenditures) \$ _____

Copies to:
#1 Principal, #2 Organization files/secretary or treasurer files, #3 Business Office, #4 Superintendent