

Request To Conduct A Fund Raising Activity

Name of School: _____

Name of Group/Organization Sponsoring The Activity (if applicable): _____

Names and Titles Of Officers Of The Sponsoring Group/Organization (if applicable)

Name of the person(s) responsible for maintaining the accounting records for this activity:

The Pendleton County Schools Manual of Fund Accounting requires that all accounting records for this project must be maintained for a period of seven (7) years. List the address at which the records will be retained for said period of time.

What product(s) will be marketed as a result of this fund raising activity? _____

Please state the purpose of the fund raising activity: _____

List the names and addresses of the vendors from whom you will solicit proposals to conduct this activity:

Will any cash be awarded to persons selling this product(s)? Yes _____ No _____

Will any personal (individual) gifts be awarded to persons selling the product(s)? Yes _____ No _____ If yes, please state the specific gift(s) and value(s) thereof:

What grade level(s) will participate in this fund raising activity? _____

Mandatory Requirements:

Within thirty (30) days following the final closure of this fund raising activity, you are required to submit a complete report which includes all of the following itemization: TOTAL BANK DEPOSITS, NUMBER OF ITEMS SOLD (SEE NOTICE), COST PER ITEM (SEE NOTE), TOTAL COST OF OPERATING THE PROJECT, AND THE NET PROFIT TO SCHOOL OR ORGANIZATION.

Note: If various (assorted) items are sold at varying prices per item, then a separate listing must accompany your report which itemizes each item by price and quantity sold.

Will you comply with the aforesaid provision? Yes _____ No _____

(Date)

(Signature of Applicant)

(Date)

(Principal's Signature)

The foregoing fund raising project is hereby approved for the implementation

(Superintendent's Signature)

The fund raising project, as described herein, is **not approved**

(Superintendent's Signature)

This particular fund raising project has **not** been approved for the following reasons(s)