

Fund Raising Request

***Board approval required prior to commencement of fund raising activity.**

School _____ Principal _____

Organization _____ Sponsor _____

Date(s) Program to run _____

How are the funds raised to be used? _____

Fund raising company name and phone# _____

Description of Program _____

Products to be sold	Selling Price	Net Profit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of Prizes/Incentives _____

Are products guaranteed in writing? Yes No

Does company pick up undelivered merchandise? Yes No

Does company charge for delivery and/or pick-up? Yes No

*The District is not responsible for debts incurred by clubs or organizations such as, but not limited to, booster clubs or parent organizations operating independently of the school or outside the supervision of school administration. District or school funds cannot and will not be used to satisfy the debts of such independent organizations.

*Fund-raising campaigns and related activities shall not interfere with or detract from the school's instructional program.

*All financial transactions shall be completed in compliance with KDE Accounting Procedures for Kentucky School Activity Funds.

*The vendor assumes responsibility for all sales or other tax obligations.

I hereby agree to the terms stated above.

Sales Company Representative's Signature/Date _____

Sponsor's Signature/Date _____

Athletic Director's Signature/Date _____

Principal's Approval by Signature/Date _____

Board Approved ____ Disapproved ____

Superintendent's Signature/Date _____

Review/Revised: 11/28/2005