



## Perry County School District Fundraiser Request Form

Please complete this form and submit it to your school's principal for approval at least four weeks prior to the proposed start date of the fundraiser. Upon the principal's approval, the form will be forwarded to the superintendent for final approval.

### 1. School Information

School Name: \_\_\_\_\_

Organization/Club/Class: \_\_\_\_\_

Sponsor/Advisor: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. Fundraiser Detail

Title of Fundraiser: \_\_\_\_\_ Charge Amount: \_\_\_\_\_

Type of Fundraiser:

Product Sales (e.g., candy, merchandise)

Event (e.g., car wash, bake sale)

Service

Other: \_\_\_\_\_

Description of Fundraiser:

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

Purpose of Fundraiser (How will the funds be used?):

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

Proposed Start Date: \_\_\_\_\_

Proposed End Date: \_\_\_\_\_

### 3. Financial Information

Anticipated Total Revenue: \$ \_\_\_\_\_

Anticipated Total Expenses/Costs: \$ \_\_\_\_\_

Anticipated Net Profit: \$ \_\_\_\_\_

Name of Vendor (if applicable): \_\_\_\_\_

Vendor Contact Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### 4. Additional Details

Will students be involved in selling or promoting?  Yes  No

Will the fundraiser take place during school hours?  Yes  No

Does the fundraiser comply with district policies and guidelines?  Yes  No

Any special requirements or considerations:

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

#### 5. Approvals

**Sponsor/Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Principal's Review/Comments/Conditions:

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

Principal's Approval:  Approved  Not Approved

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Superintendent's Review/Comments/Conditions:

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

Superintendent's Approval:  Approved  Not Approved

**Superintendent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Important Notes:

- All fundraisers must adhere to Perry County School District policies and procedures.
- No fundraiser activities should commence until final approval is granted by the superintendent.
- A final financial report may be requested by the superintendent/principal within two weeks after the conclusion of the fundraiser.

Thank you for your commitment to supporting our school community!

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