

STUDENT ACTIVITY FUNDRAISER REQUEST FORM

Organization Name _____ Date _____
 Account Number _____ Submitted By _____

PTO Organizations and Student Activity Organizations Complete this Section
Complete one form for each activity

Activity Planned _____ Location _____

Indicate One: _____ **Fund Raising** _____ **Service Project** _____ **Other** _____

Activity/Sale Dates **Begin** _____ **End** _____

Student Activity Organizations Complete this Section

The above group is requesting permission to conduct the above activity in compliance with the extra classroom activity procedures, regulations and policies of the Massena Central School District. All receipts and disbursements of funds will be made in accordance with the Massena Central School District procedures, regulations, and policies.

Purpose of the funds being raised

If this activity is food related the activity must be in accordance with Massena Central School District's **Wellness Policy #5662** located on the School District Website under Food Services and approved by the Food Service Director before submission to the Central Treasurer. Please provide nutrition information.

| Receipts | | | | |
|------------------------------------|--------------------|------------------|---------------------------------|-------|
| Description of Products or Service | Projected Receipts | | | |
| | | | | |
| Expenses | | | Subject To NYS Sales Tax | |
| Description of Products or Service | Projected Expenses | | Yes | No |
| | | | _____ | _____ |
| | | Projected Profit | _____ | |

The student officers of the above named Organization understand the above activity and assume responsibility for its fiscal conduct.

Faculty Adviser _____
Signature Date

Activity Treasurer _____
Signature Date

Principal/Director _____
Signature Date

Food Service Director (if required) _____
Signature Date

Central Treasurer _____
Signature Date

After each fundraiser is complete please fill out the Fundraiser Profit and Loss Statement and submit to the Central Treasurer within 1 week.