



FUNDRAISING PROPOSAL FORM

ALL FUNDRAISERS MUST BE APPROVED TWO WEEKS IN ADVANCE BY THE BUSINESS OFFICE.

NAME OF SCHOOL: _____

NAME OF ORGANIZATION: _____

Sponsor(s) Or Individual(s) Responsible: _____

Type of sale and supplying company (ex. candy, Galbraith, Express, candles, etc.):

Purpose(s) for which the net proceeds is (are) to be used: _____

The following activity fund account(s) will receive the net proceeds: _____

Estimated Gross Sales: \$_____ Margin of Profit: _____

Date: Beginning: _____ Ending: _____

Each club within a school, including the school itself, is entitled to two sales tax-free days per calendar year if declared in advance of the event. Sales may qualify if:

- 1) The sale occurs within a 24-hour period, or
- 2) The delivery is made within a 24-hour period even though the money was collected over an extended period.

To declare a sales tax-free day, complete the information below:

TAXABLE SALE? <i>Yes or No</i>	DATE OF SALE OR DELIVERY DATE	ORGANIZATION OR CLUB	TAX-FREE DAY #1 OR #2 CALENDAR YEAR

I have requested permission to conduct a money-raising activity, and I will be responsible for the preparation of an accounting of all monies collected during and at the conclusion of the money-raising activity, and I will turn in all records to the Business Office. I have read and will comply with the District's Guidelines and Policies for Fundraisers.

Sponsor/Individual Date

APPROVED: _____
Principal Date

APPROVED: _____
 DISAPPROVED: (see note) Business Office Date