

Parent Advisory Council Fundraising Event Request Form

All fundraising event requests will be approved at monthly Executive Board Meetings that take place the second week of each month. Please submit your request to the director or the PAC mailbox **by the end of the first week of the month prior to the fundraising event date.** Notify the board at ocd.pac.ccusd@gmail.com that you have submitted a request. All fundraisers must be approved by both the OCD Director/Assistant Director and the PAC Executive Board **PRIOR** to the event date. Please note that PAC is not exempt from CA state sales tax. Collaboration between classrooms and sites is highly encouraged. In general, in cases of collaboration, proceeds will be divided evenly among participating classes unless otherwise specified and 15% of raised funds will go towards the OCD PAC general fund to support program-wide activities.

Request Submitted Date: _____

Teacher Responsible Name(s): _____

Teacher Phone Number _____ Teacher Email _____

Parent Representative Name(s): _____

Parent Phone Number _____ Parent Email _____

School(s) _____ Classroom(s) _____

Current Classroom Account Balance(s): _____

*Please note that funds raised must be spent during the current school year (a max of \$500 can be carried over to the following year)

Date(s) of Event: _____

Fundraising Event Description: _____

Fundraising Goal Amount \$: _____

Proceeds of Event will be used for (please specify estimated costs):

Vendor Name	Purpose & Description of Items	Estimated Cost \$ (don't forget tax)
_____	_____	_____
_____	_____	_____

Fundraising collections will be (check all that apply): _____ cash _____ check or money order (payable to PAC)

APPROVED: _____ YES _____ NO _____ PENDING

OCD Director/Assistant Director: _____ Date: _____

Executive Board Member Signature: _____ Date: _____