

Alachua County Public Schools
Business Services Division

Request to Engage in a Fund-Raising Activity

School: _____

We, _____, request permission to
conduct a: Bake Sale Candy Sale Shirt Sale Car Wash Other _____

(describe)

on _____
sale period: day(s) date(s) time(s)

at _____ to be completed by _____
location(s) date

THE PURPOSE for raising funds is (must comply with School Board Policy): _____

Projected cost and selling price on merchandise sales:

A. Anticipated TOTAL cost of merchandise (including freight & FL sales tax) \$ _____

B. The sales unit is _____

C. Total units _____

D. Cost per sales unit (A ÷ C) \$ _____

E. Selling price per sales unit \$ _____

F. Potential Sales (C x E) \$ _____

Anticipated Profit (F-A) \$ _____

Reporting Sales and Supporting Sales Records:

We have reviewed sales record forms and procedures with the secretary/bookkeeper. We agree to keep prescribed records, account for all units of merchandise received, and follow policies and procedures for prompt collecting and reporting. INTERIM SALES REPORTS WILL BE SUBMITTED MONTHLY UNTIL THE FINAL REPORT IS SUBMITTED.

Approved _____ Denied _____
Date date

Teacher/Sponsor

Principal

President of Organization

Student Activities Director

Other adult supervisors are:

BOARD APPROVAL of the purpose for raising funds, when required, must be received before fund-raising activities can be authorized. Requests should be submitted as required by School Board policy. All fund-raising activities must be supervised at all times by one or more adults. ALL money must be deposited in the proper account in Activities Funds. All required forms (sales report, log of fund-raising events approved, interim sales report, record of items issued and monies collected) must be prepared.

Alachua County Public Schools
Business Services Division

Request to Engage in Fund-Raising Activity

Request for Special Activity

(Complete in duplicate)

Date: _____

School: _____

Name of organization _____

Type of event _____

Purpose of event _____

Location of event _____

Date(s) _____ Time _____ Periods to
be missed _____

Admission charge _____ Mode of dress _____

Grade levels participating _____

Open or closed to "out of school" persons _____

Chaperones: _____

Rehearsals needed _____ Transportation arrangement _____

Preparation checklist (For activities in the school building or on school grounds)

- | | |
|----------------------------------|----------------------------------|
| 1. Equipment requisitioned _____ | 6. Clean up committee appointed: |
| 2. Decorations arranged _____ | Teacher in charge _____ |
| 3. Tickets printed _____ | Members of committee: |
| 4. Refreshments _____ | _____ |
| 5. Security _____ | _____ |

For action as provided by school's rules:

APPROVED _____ DENIED _____

Principal

Assistant Principal for Administration

Student Activities Director

Sponsor's Signature Date

President of Organization Date

If school building or equipment is involved:

Head Custodian Date