

REQUEST FOR FUNDRAISER ACTIVITY INTERNAL FUNDS

Project Name/Activity: _____ Date Submitted: _____

Building: _____ Advisor: _____

Internal Account Number/Name: _____

Project Contacts (Parent, Staff, or Student responsible for co-managing fundraiser):

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Beginning Date of Fundraiser: _____ Ending Date of Fundraiser: _____

Fundraising Company: _____ Contact Person: _____

Address: _____ Phone Number: _____

Description of Fundraiser Project (Must include purpose and products/services to be sold):

Expected Participants (*Ex: Class of 2013; Drama Club; JV Cheer Team*): _____

Items Sale Price Range: _____ Profit Goal: \$ _____

Are the sale items taxable? Yes No Does the sale price include tax? Yes No

Advancement of Funds to Buy Product (if any): \$ _____ Source: _____

What do you propose to do with the money earned? (Attach any service contracts, supplies/equipment purchase detail lists, etc.) _____

If supplies/equipment are to be purchased, will these items be turned over to the school district? Yes No

School Policy

If approval/permission is granted for the above fundraiser, you must realize that all money collected is to be deposited into the school internal fund account. Any funds needed to purchase APPROVED items/equipment are to be paid by school check from this account. Under NO circumstances are you to keep money collected at your home or in your own bank account. Exception: PTA's with own bank accounts currently existing may use their bank account. Every check and deposit must accompany a Pay Order/Receipt, which is provided to you through the Finance Office. Sales tax will be issued to the State of Michigan on all taxable items sold through fundraisers, which may affect your net profit. You also agree to all terms and conditions illustrated by the Administrative Guidelines for Student Fundraising Activities.

Signature of Advisor: _____ Date: _____

Check One: Approved Not Approved

Principal/Director: _____ Date: _____

Route copy to Finance Office @ the Education Service Center

Contacts: Monica Bickel, Accounting Assistant