

**Atkinson County School System
Request for Fund Raising Projects
* Note- Sale of Food at School Requirements**

Name of Organization _____

***Activity to raise funds or items to be sold** _____

***Date(s) of Activity** _____

Purpose of money making project _____

Person {Sponsor(s)} organizing the activity _____

Date of Request _____

Principal Approval _____ Date _____

Principal Denial of Request _____ Date _____

Reason of Denial _____ Date _____

Date of Superintendent/Board of Education Approval _____

Superintendent's Signature _____

***I certify my fundraiser, if approved, will not operate anywhere on the school campus 30 minutes prior to until 30 minutes after the end of meal service.**

I certify my fundraiser, if approved will not exceed 3 school days in length. (please check with your school administrator on # of days per form)

I certify that my organization will maintain all required documents including food labels of products sold and receipts for my fundraiser. In addition, I will provide these documents to the school/district upon request.

Reminders: Never order any merchandise without collecting monies beforehand. All purchase orders must be completed and signed by an administrator. All funds collected from students or staff members for school or class purposes must be turned in to be deposited in the bank.