

# Sunflower County Consolidated School District

## FUND RAISING ACTIVITIES REQUEST FORM

The Board of Trustees of the Sunflower County Consolidated School District strongly discourages students or members of student organizations from seeking donations door-to-door or calling upon businesses in a repeated manner during a given school year. Therefore, all fund-raising activities must be approved through the school principal and then approved by the SCCSD Board of Trustees. All fund-raising activities should fully disclose the percentage of sale that will be paid to the school.

School Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Purpose of Fundraiser: \_\_\_\_\_

Date of Fundraiser: \_\_\_\_\_

School employee(s) responsible for fundraiser: \_\_\_\_\_

Secretary of State Certificate of Exemption File Number: \_\_\_\_\_

Description of products/services to be sold (a company brochure must be attached):

\_\_\_\_\_

Description of all activity to be used to sell product/services (students go door-to-door, telephone solicitations, adults only, etc.):

\_\_\_\_\_

Name of Vendor Company: \_\_\_\_\_

Name of Vendor Representative: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Amount paid to Vendor: \$ \_\_\_\_\_ Percentage of profit to school: \_\_\_\_\_ percent

Current Fund Balance of Organization: \$ \_\_\_\_\_

If purchasing products from a vendor, when will the school receive an invoice relative to the sale of products? \_\_\_\_\_

From what funds will the products be purchased? \_\_\_\_\_

If school funds, provide actual account code. \_\_\_\_\_

Signature of Teacher/Sponsor/Employee \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**Note to Teachers/Principals:** Please attach (a) copy of the company's sale brochure, (b) a copy of the purchase order for the stock item purchased (if appropriate), and a copy of the unsigned contract with the company stating the percentage of profit the school will earn.