**Fundraising Request**

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| Office 365 Form# |

Request must be received two weeks prior to the start of fundraising.

Approved forms will be returned by email to the address you entered on this form.

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| Name of person in charge of fundraiser & Organization | School | | Date |
| Email | | Phone | |
| Date(s) of Use: | | Start Time:  End Time: | |

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| Name of Individual Responsible for the Physical Supervision of this Activity:  *This individual is an employee of L’Anse Creuse Public Schools?*  *This individual is an officer of a L’Anse Creuse Public School PTO/PTA/Booster Club?* | Daytime Contact Number: |

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| Describe fundraiser and how proceeds will be utilized: | | |
| Where will fundraiser be held? | | |
| If on district property has the event been entered into facility direct?  Yes  No | | |
| Custodian Time is responsibility of? | | |
| If flyer or any advertisements are to be used, please attached a copy to this form. | | |
| Does a license need to be issued?  Yes  No | | |
| If applicable, enter the date the copy of the license will be submitted to the school. | | |
| Estimated Revenue | Estimated Expense | Estimated Proceeds |
| Will money be deposited into a District account?  Yes  No | | |
| If yes, list general ledger account number: | | |
| If no, what organization name is on the bank account where deposit will be made? | | |
| **Please note, each fundraiser requires that a Fundraising Reporting form be filed within 10 days of the completion of the fundraiser. The form is located on the district’s website.** | | |

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| Requestor Signature Date |
| Building Administrator Signature Date |

As part of the approval process, it is the responsibility of the Bookkeeper to complete the Fundraising Reporting Form. Upon completion, the Bookkeeper is required to send a copy of the form to the Business Office. This process involves filling out the form using the Excel application on Office 365.