

Berryville School District Fundraiser Request Form

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| ACTIVITY/ATHLETIC GROUP/TEAM /CLUB: | REQUEST DATE: |
| POINT OF CONTACT: | PHONE NUMBER: |
| DATE(S) AND TIME(S) OF FUNDRAISER(S): | THIS IS OUR _____ FUNDRAISER OF THE SCHOOL YEAR. HAS YOUR GROUP DONE THIS FUNDRAISER IN THE PAST? ○YES ○NO |

I agree that everything I have said is true and complete to my knowledge.

Signature:

| DETAILS OF YOUR FUNDRAISER: | Yes | No |
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| Organization Name: (What company are you working with?) | We understand all participants will be representing Berryville School District and will follow all school code of conduct policies before/during/after the event. | |
| Description of Fundraiser: (Bake sale, car wash, etc.) | We understand that communication of this fundraiser should be submitted to your buildings' Social Media person prior to the fundraising event. | |
| Location of Fundraiser: (Request through Facilities) | We understand reimbursements (if any) for supplies should be submitted no later than 1 week after the event. | |
| | We understand that we cannot sell food for consumption until 30 minutes after the last lunch period has ended. | |
| | We understand all money will be deposited daily with the appropriate form to the finance office. No money should be left in your classroom. | |
| Purpose of Fundraiser: (this must be filled out) | I understand individual school fundraising accounts are only to be used for school expenses, specifically the activity or sport program for which the funds were raised. | |
| | Funds raised may not be used for any outside purchases such as private lessons, personal equipment, or attendance at performances or sporting events on personal time. | |
| Estimated Net Profit: | We understand if all fundraising funds due to the student are not used, the balance becomes a donation to that specific program. | |

Have you filled out an Event Scheduling Request Form? (circle your answer below)
Yes No N/A

Your request to conduct a fundraiser at the times and dates indicated is:

Principal: **Print Name:** _____ **Signature:** _____

Superintendent: **Print Name:** _____ **Signature:** _____

APPROVED _____ **DENIED** _____

IMPORTANT: This form must be approved by the Building Principal, then signed by the Superintendent, and then sent to the Board of Education for approval. The fundraiser cannot begin until this form has been signed and returned to the Requestor (Advisor/Representative in Charge).

A copy of this form will be sent to you for your records upon Approval or Denial of the request.