

FUND RAISING REQUEST

Organization requesting _____ Date _____

Sponsor(s) of Organization _____
Printed Name _____ Signature _____

Printed Name _____ Signature _____

Description of fund raising campaign:

Cost of item \$ _____ Selling Price of Item \$ _____ Profit per item \$ _____

Students involved: _____

Dates: From _____ To _____

Approved: _____ Date: _____
Principal

Superintendent

Comments:

- Please refer to Policy #6820 Selling or Soliciting.
- Do not issue any items without student signatures.
- Do not take any money without a receipt.
- Issue small amount at a time. Money must be turned in before more items issued.
- All signatures and receipts must be completed at the time of transaction.
- Each sponsor will be responsible for collection of money.

Do not collect any money, place any orders, sign contracts or any formal agreements until approved by the principal and Pamlico County Board of Education and receipt book is issued.

Receipt books should be turned in to the school bookkeeper as soon as sales campaign has been completed.