



School-Sponsored Fundraising Request and Approval Form

This form must be approved by the principal and given to the financial secretary prior to the fundraiser.

Proposed Fundraiser (to be filled out by supervising/responsible party):

1. School: _____ Date: _____

2. Type of fundraiser (mark one):

- School-wide to benefit the school (1/yr.) (Short description: _____)
- School-wide to benefit a charity (1/yr.) (Short description: _____)
- School-wide to benefit the school PTA/PTO (1/yr.)
- Granite Education Foundation Change for Children
- Team, club, class, program (Name of: _____)
- Passive (Short description: _____)
(Passive fundraisers do not involve active promotion or marketing of an outside entity. E.g. Smiths Earn & Learn, Box Tops, Book Fair if proceeds are used to purchase books.)

3. Supervising/responsible party: _____

Name of administrator, staff, other district employee who will supervise and be responsible for the fundraiser in all respects

District position of named supervising/responsible party

Fundraiser contact (if Passive)

Email address

Email address

Phone

Phone

4. Dates and times of fundraising activity (school-wide fundraisers shall not last longer than six weeks):

Start

End

5. Long description of fundraising activity (include location, participants, etc.): _____

6. Best estimate of financial success of the fundraising activity:

- A. What is the gross amount of money expected to be collected? → Revenue: \$ _____
- B1. What is the merchandise/service to be sold: _____
- B2. From what vendor will the merchandise/service be purchased? _____
- B3. Why was that vendor chosen? _____
- C1. How much will the school spend for the merchandise/service to be sold? → Item Expenses: (\$ _____)
- C2. What other expenses are associated with conducting the fundraiser? → Other Expenses: (\$ _____)
Describe: _____
- D. What is the expected rate of return? (Net Profit ÷ Total Expenses X 100): _____ % Net Profit: \$ _____
Minimum of 40%

Dollar Summary

Revenue Minus Expenses

7. Specifically, what will the proceeds be used for? _____

(Utah law provides for a sales tax exemption of school fundraising sales if the proceeds are used for school/student supplies, equipment, or transportation. Otherwise, sales tax must be charged on the fundraising sale, collected, and properly remitted along with all other sales tax. Uncollected sales tax is to come out of the fundraiser proceeds as necessary.)

8. Administrative support needed (mark all that apply):

- Cash box/change fund required...Amount: _____
(See policy on petty cash/change funds)

- Will involve collection of money after 3:00 p.m.
- More on back...
(Use back side of this form to describe additional administrative support needs)

9. *As the named supervising/responsible party, I have read and understand the District's policy on fundraising events (Article V.C.11) and will carry out this fundraiser according to said policy as well as to all associated accounting requirements.*

Signature of supervising/responsible party named above

Date

Principal's Decision:

- Approved
- Not Approved

Principal's Signature

Date