



EJ Fundraiser Permission Form



This Fundraiser Form is meant to facilitate communication between groups of people within the school community. Board of Education Policy 5830 & 6610A guide our school fundraising efforts. This form must be completed and turned into the *Building Principal, Athletic Director or Superintendent* two weeks in advance of the proposed fundraiser.

Group name: _____

Phone #: (____) ____ - _____

Email Address: _____

Fundraiser Purpose:

Fundraiser activity (please describe):

Proposed fundraiser dates: From ___/___/___ to ___/___/___

Projected profit: _____ Projected costs of fundraising (% or amount) _____

Group Representative Signature: _____

Printed Name: _____

(Section Completed by District Administrator)

_____ *Approved* _____ *Not Approved*

Administrator Signature: _____ *Date:* ___/___/___

Please scan and email signed copy to Michelle.Day@eastjacksonschools.org at the administration office and provide a copy to the requesting group.

(Section Completed by the same Group Representative within 2 weeks after fundraiser completion)

Fundraising Follow- Up Report

Profit from fundraiser: _____ Amount to the School: _____

Location funds deposited: _____

Signature: _____ Date: ___/___/___

Please scan and email signed copy to Michelle.Day@eastjacksonschools.org at the administration office and provide a final copy to the requesting group.

According to EJ Board of Ed. Policies 5830 & 6610A, any individual or group that wants to run a district fundraiser should follow these steps:

1. Fill out the fundraiser permission form at least 2 weeks prior to fundraiser.
2. Submit this form to the building principal, athletic director, or superintendent at least 2 weeks in advance of the fundraiser.
3. If principal, AD or superintendent approves, proceed with plan to carry out fundraiser.
4. The Administrator should forward a digital copy of the form to the Executive Assistant to the Superintendent.
5. At the conclusion of the fundraiser, fill out the bottom area and return to the principal, AD, or superintendent within 2 weeks following fundraiser completion.
6. The Administrator to forward a completed digital copy to the Executive Assistant to the Superintendent.