



# 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](mailto: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](mailto: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.