



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 to benefit students. 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 email signed copy to regina.hoskins@eastjacksonschools.org and cc a copy to deana.minder@eastjacksonschools.org Please also 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 email signed copy to regina.hoskins@eastjacksonschools.org and cc a copy to deana.minder@eastjacksonschools.org Please also provide this 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 the completed form to the building principal, athletic director, or superintendent at least 2 weeks in advance of the fundraiser.
3. When/if approved, proceed with plan to carry out fundraiser.
4. A digital copy of the approve form must be submitted to the superintendent's office.
5. At the conclusion of the fundraiser, complete the follow up report on the bottom of the form and return to the principal, athletic director, or superintendent's office within 2 weeks of fundraiser completion.
6. A digital copy of the follow up report must be submitted to the superintendent's office.