



ST. HELENA PARISH SCHOOL DISTRICT

Board of Education

Linda Chaney, M.Ed., Board President, District 3
Virginia Bell, Board Vice-President, District 5
Joyce Porter, District 1
Dr. Byron Hurst, District 2
George Hughes, District 4
Alton Travis, District 6

District Vision: To create an equitable, productive school culture that increases student achievement, develops educator effectiveness, and builds public confidence.

FUNDRAISING REQUEST FORM

ALL INFORMATION IS REQUIRED AND WILL BE SUBJECT TO AUDIT

COPIES OF THE COMPLETED FORM SHOULD GO TO THE FINANCE DEPARTMENT AND THE CLUB SPONSOR/PRESIDENT

The following section must be completed BEFORE fundraiser starts.

Name of Sponsoring Organization: _____

Name of Club Sponsor/President: _____

Type of Fundraising Project: _____

Proposed Starting Date: _____ Proposed Ending Date: _____

Proposed Use of Profit: _____

Requested by: _____
Club Sponsor/President Date

Approved by: _____
Principal Date

Approved by: _____
Finance Department Date

The following section must be completed AFTER fundraiser.

A. Gross cash receipts (This must reconcile to collection logs.) \$ _____

B. Cost of goods sold:

Vendor	Check Number	Amount
1.		
2.		
3.		
4.		

Vendor	Check Number	Amount
5.		
6.		
7.		
8.		
TOTAL		

C. Excess receipts over disbursements (A-B)..... \$ _____

We certify that the above information is accurate, and all funds have been reconciled and accounted for.

By: _____ Date: _____
Club Sponsor/President

By: _____ Date: _____
Principal