

Bangor Township Schools Fundraising Form

**Step 1:
Organizer
needs to
complete
and forward
to building
principal
prior to
starting
fundraiser.**

Group:

Name of Sponsor:

Email of Sponsor:

Phone of Sponsor:

Date of Fundraiser:

Description of Activity:

Intended Use of Proceeds:

Amount Anticipated:

Signature of Requestor:

Note to Sponsor: No fundraiser can be conducted without administrative approval. All items sold through a fundraiser must pay sales tax, currently 6%. If you do not pay the sales tax, Bangor Township Schools will remit the 6% sales tax. This will reduce your profit from the fundraiser.

The Principal will either approve or deny the fundraising activity and if approved, forward it to the Finance Director who will assign it a Fundraiser number. The form will then be returned to the Sponsor.

**Step 2:
Approval**

Building Principal:

Finance Director:

Fundraiser Number:

Once the fundraiser is complete the Sponsor will complete the form and return it to the Finance Director along with any supporting data or receipts.

**Step 3:
Report and
Complete**

Total Sales:

Sales Tax:

Amount Paid to Vendor:

Profit:

Date Complete:

Date and Signature of Sponsor: