**Wynne School District**

***Home of the Yellowjackets***

**Fundraising Request Form**

Any fundraising activity occurring within or on behalf of any organization related to the Wynne School District or one of the schools within the district must have approval of the Superintendent and Principal four (4) weeks prior to any agreement with any organization to raise funds and/or four (4) weeks prior to any activity being initiated which would result in funds being raised. All cash and checks collected should be turned in each day to the principal’s secretary. Cash and checks should not be kept overnight in a classroom at any time.

Please complete the top half of the form and submit it to the Principal for approval prior to initiating a fundraising activity. Upon approval, a copy of the form will be returned to the building principal and the fundraising activity, if approved, may commence. Upon completion of the fundraiser, the financial report on the bottom half of the form must be completed and returned to the Business Manager.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Request: |  | | | | | | School: |  | | | |
|  | | | | | | | | | | | |
| Name of Fundraiser: | | |  | | | | Group/Grade Level: | | |  | |
|  | | | | |  | |  | | | |  |
| Date(s) of Fundraiser: | | | |  | | | | | | |  |
|  | | | | | | | | | | | |
| Estimated amount to be raised………………………………………………….. | | | | | | | | | | | $ |
| Estimated cost of activity/purchase (example: cost of new soccer nets)…… | | | | | | | | | | | $ |
|  | | | | | | | | | | | |
| Reason for Fundraiser: | | | | |  | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Principal Signature: | |  | | | | | | | Date: | |  |
|  | | | | |  | | | |  | |  |
| Superintendent Approval: | | | | | |  | | | Date: | |  |

**Financial Report:** The following information must be completed and submitted to the Business Manager immediately upon completion of the fundraising activity.

|  |  |  |  |
| --- | --- | --- | --- |
| Gross Income: | |  |  |
|  | Less expenses: | - |  |
|  | Less funds paid to outside company/vendor | - |  |
|  | | | | |
| Net Profit for Group/Grade Level | | = |  |