Cleveland City Schools
Fundraiser Approval Form

Please follow these guidelines when planning and executing a fundraiser:

1. Fill out the "Fundraiser Plan" portion of this form and sign it.
2. Submit the form to site Principal.
3. Do not proceed with the fundraiser until you have received a copy of this form with all approval signature from the Principal and Director of School or designee.
4. When the fundraiser has been completed, fill out the "Fundraiser Record" portion of this form and return a copy to the Principal.
5. Prior to submitting form, read **Administrative Procedure 2.601** and **Board Policy 2.601.**

School: _____, Fund/Account Name: _____, Account #:_____

Purpose of Fundraiser: _____

Current Balance: $_____, Date: _____

Fundraiser Date(s): Beginning_____ Ending_____

Expected Student Involvement and Type of Fundraiser (School-wide or Specific School Organization):

_____

_____

Is the margin of profit 50% or greater? YES or NO

If YES, how much is the margin of profit? _____ (margin of profit)

If NO, how much is the margin of profit and why does your organization plan to raise funds by this method? _____ (% of profit margin)

_____

_____

Requested By: _____Date:_____
                                            Name and Title

Approved By: _____Date:_____
                                            School Principal

Approved By: _____Date:_____
                              Director of Schools or Designee

==(Information listed above this line must be completed in full prior to approval.)==

Fundraiser Record -- Post-Fundraising Details:

Total Collections $ _____

Less: Total Expenses $ _____

Total Fundraiser Profit $ _____

                    (Please attach documentation of total purchases with fundraiser profit.)

Completed by _____ Date _____
                                            Name/Title

Reviewed by _____ Date _____
                                            Principal