

**HILLDALE PUBLIC SCHOOLS – APPLICATION FOR FUNDRAISING REQUESTS**

**Due to Superintendent's Office – June 1**

*To be submitted for HPS Board Approval before any fundraising*

(1) School Site: Elementary Middle School High School Admin

(2) School Year:

(3) Organization/Sponsor/Phone:

(4) Account #

(5) New this year	(6) Same as last year	(7)Requested Fundraiser	(8)Beginning- Ending Dates	(9)Type of Sale (catalogue, shirts, etc.)	(9) Vendor Contact Company	(9) Vendor Contact Name	(9) Vendor Contact Phone Number	(9) Proposed Profit from Sale
EX: X		T-Shirts	9/10 - 9/18	Tshirts	Townsend Printing	John Smith	918-555-7070	\$1500

**(10) Expenditures/Purpose for Requested Fundraisers:**

**(11) Proposed Budget Amount: \$**

Requested by Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Supt: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS FOR FILLING OUT THE *APPLICATION FOR FUNDRAISING REQUESTS*

Download the application to your documents; then you should be able to type in your responses.

- (1) Type in the school site for the fund raiser.
- (2) 2019-20, etc.
- (3) The complete name of the organization selling/your first and last name/your best phone number
- (4) The activity account number of the organization
- (5) If this fund raiser is “new” this year, place an “X” in this box.
- (6) If this fund raiser was used by your organization last year, place an “X” in this box.
- (7) Provide the type of fund raiser your organization will be selling (EX: \$1 chocolate bars, t-shirts, tickets, etc.)
- (8) Provide the month/date of the start and end of the fund raiser (to avoid overlap with other organizations selling the same product at another time of the year.)
- (9) Provide the type of sale and information about the vendor: Company Name (as it will appear for payment), a company representative or contact name, and a phone number should there be questions for payment. You may add as many rows as necessary for your account activity. Then estimate the projected dollar amount the organization expects to make from this fundraiser. You may add row as needed.
- (10) Specify the expected expenditures, ie what will this money be spent on [such as: student and staff expenses for student events, donations, meals for meetings, student/staff awards (not to exceed \$100), office supplies, student supplies, uniforms, etc.]
- (11) Provide the organization’s proposed money needs for the upcoming school year here (for BOE approval).

When finished, save, print and sign the document.

Get the signed application and proposed account budget approved by your building principal.

Send the completed application and budget to the Superintendent for board consideration.

If the organization decides to make changes or add a fund raiser during the school year, including dates of the fundraiser, the application must be submitted to the Superintendent, along with a letter of request explaining the reason for the change. **All fundraisers and changes must be approved by the BOE before any fundraising can take place.** Please make the vendor aware of our district policy concerning fund raisers and changes made to yearly approved fund raisers.