

Lincoln-Sudbury Regional High School

FUNDRAISING REQUEST FORM

DATE OF REQUEST: _____

DATE OF ACTIVITY: BEG. DATE _____ END DATE _____

ORGANIZATION: _____

DESCRIBE FUNDRAISING ACTIVITY: _____

PURPOSE: _____

INDICATE WHERE ITEMS ARE TO BE SOLD: _____

PRICE OF ITEMS: _____

ESTIMATED TOTAL REVENUE TO BE COLLECTED: _____

ESTIMATED COST OF GOODS TO BE SOLD: _____

EXPECTED PROFIT: _____

APPROVAL

Athletics/Activity Director: _____

Club Advisor: _____

INSTRUCTIONS

1. Fill out this form and return to the Principal's Office
2. The activity cannot begin until you receive all necessary approvals.
3. All funds raised are to be deposited in the Business Office daily.
4. All items purchased for fundraising must be purchased by the Business Office ONLY.
5. By signing this form, you acknowledge complete understanding of the fundraising policy and procedures.

FUNDRAISING GUIDELINES AT L-S

1. All fundraising proposals must be submitted to the Athletics/Activity Director at least two weeks prior to the fundraiser, and on the appropriate form.
2. Fundraising activities should be pursued only when there are needs that go beyond traditional budget items (i.e., warm-up suits, banquet expenses, any activity/club trips, unique equipment requests).
3. Fundraising activities may be denied if there are numerous fundraising activities going on at the same time.
4. Fundraising is an optional activity. Students are not required to participate in fundraising.
5. It is important that all students involved with fundraising understand the “whys” behind the fundraising. In this way, students can share this information with their parents, and others, who may want to know the purpose of the fundraising.
6. Expectations for students involved must be clearly defined by the coach or advisor who is supervising the fundraising.
7. If selling food/candy, please note that such sales take place outside of the school day. The activity period is appropriate for food/candy sales.
8. **On-line collections through MySchoolBucks is preferred.** If checks are written, they should be made out to: Lincoln-Sudbury Regional High School. Any funds collected through a fundraising project must be submitted to the Lincoln-Sudbury Regional High School business office. Such funds will be deposited in an account earmarked for that group (i.e., girls’ soccer, French Club, etc.). Bills and expenses may then be paid accordingly through these accounts.
9. Any items purchases through school fundraisers become the property of the school. For example, if a team raises money for warm-up suits, these items remain within the school. They do not become the personal property of the students.