

This form shall be submitted to the Superintendent fourteen (14) days prior to initiating a fund-raising sale in accordance with Policies 5250, 5220, and 5010.

School: _____ **Date:** _____

1. This fund-raising activity is a:

- school-wide project
- grade level project
- school organizational project
- parent organizational project

2. *During this calendar year, how many raffles have been sponsored by the group indicated above? One Two

3. Briefly, describe the fund-raiser:

4. Date and length of fund-raiser: _____

5. Location of fund-raising sale: _____

6. In addition to the principal, the sponsors are:

7. Is the sponsoring organization purchasing an item in excess of \$500.00?

- Yes
- No

If yes, describe item that is in excess of \$500.00 _____

An asterisk indicates that the superintendent must grant approval prior to the fund-raising activity conducted by the school. This form does not need to be submitted to the superintendent for approval by a parent organization if a raffle or a gift in excess of \$500.00 is not involved. If this shall be the case, the principal should use this form at the school level for record keeping. Gifts in excess of \$500.00 from a parent organization or other donor must be approved by the Warren County Board of Education.

Principal's Signature: _____ Superintendent's Signature: _____

Date: _____

Date: _____

Date Received: _____

Approved: Not Approved

Policies 5010, 5220, 5250, 8220