



Local School Fundraising Accounting Proposal/Agreement

School _____

Description of proposed fundraising activity _____

Inclusive dates of proposed fundraising activity _____

Group Sponsor _____ Sponsoring Group _____

Name of Outside Organization (if any)	Not for Profit 501 (c) (3) IRS Tax ID No.:	Yes	No
---------------------------------------	---	-----	----

HISTORY OF LAST FUNDRAISING ACTIVITY

Inclusive dates of **last** fundraising activity _____

Description of **last** fundraising activity _____

- a. Profit Made _____
- b. Distribution/Use of Funds _____

DESCRIPTION OF PROPOSED FUNDRAISING ACTIVITY

Please place a check mark next to the groups from whom this activity will solicit fundraising sales.

Entire student body _____ Specific groups within students _____

Faculty and/or staff _____ Non-school personnel _____

Selling price per unit (i.e. fundraising merchandise) _____

Anticipated revenue from total sales _____ (a)
(All sales must be approved by Area Instruction Officer)

Anticipated expenses from total activity _____ (b)

Anticipated profit (revenue - expenses) _____ (a-b)
(In most cases, the school should receive 100% of the profit. Exceptions may include school pictures and PTA/PTO fundraising.)

School's percentage of profit (usually 100%) _____ %

Proposed distribution / use of profit _____

All fund collections and expenses will be processed by the schools, not the outside organization.
Net profits will not be distributed to outside organization until the Final Fund Raising Report is completed.
Net losses will be shared with the outside organization making a payment for their percentage of the net loss.

Requested by _____ Date _____
(Sponsor)

Outside Organization _____ Date _____
(Representative/Title)

Approved by _____ Date _____
(Principal)

Approved by _____ Date _____
(Chief Area Officer)

Approved by _____ Date _____
(LSC Chairperson) - For fundraising events with or by an outside organization

Please note that all fundraising activities hosted by the school or school affiliated groups are accountable for completing and submitting Local School Fundraising Accounting Report **10 days from the closing date of the fundraising activity**.