

COVINGTON COUNTY BOARD OF EDUCATION
FUNDRAISER APPROVAL

Policy

1. Every project must have the approval of the principal and superintendent.
2. The proper form(s) must be completed and submitted at least two weeks before the project begins.
3. Projects should be limited and a specific need must be addressed which cannot be filled with teacher fee money when supplied by the state.
4. No classes will be interrupted for the purpose of selling any products and teacher time spent on projects should not take away from instructional time.

Request Form

Request Date: _____

Date of Fundraiser (beginning & ending): _____

Individual/Teacher Making Request: _____

Class/Activity/Club Receiving Proceeds: _____

Class/Activity/Club Conducting Fundraiser: _____

Name of Fundraising Project: _____

Description of fundraising activity:

a.) Name of Company (supplier): _____

b.) Description of items for sale: _____

c.) Estimated cost of items for sale: _____

d.) Sales price of items: _____

e.) Description & estimated cost of fundraiser expenses:

f.) Description of method of sales & collections:

g.) Estimated profit from fundraiser: _____

Purpose of fundraiser: _____

Signature of Individual making request: _____

Request Approved: **YES** **NO** **Date:** _____

Principal Approval: _____

Superintendent Approval: _____