

**New Hanover County Schools
Fundraising Request**

Form 70-70
Treasurer's Manual

School Name _____

According to the New Hanover County Schools Board Policy #8550, the principal must approve in writing any fundraising activity by any teacher or school sponsored class/club/organization.

Name of Teacher Responsible: _____
 List class/school club name involved _____
 Explain fundraiser: _____

 Dates the fundraiser is to be held: _____
 Time of the day sale will be held: _____
 Is this event to be held on or off campus? On Campus _____ Off campus _____

Financial Summary

Cost of the item(s) _____
 Cost of admission _____
 Donations requested _____
 Business Sponsors _____
 Parent Support Organization sponsor _____
 Is this a Senior Project? _____
 Vendor name _____
 List type of product to be sold _____
 Quantity of product _____
 Who is responsible for sales tax? _____
 Estimated Profit _____
 Proceeds will be used for: _____

If this fundraiser is associated with a Field Trip, then a Field Trip approval form must also be completed.

If this fundraiser is associated with use of a NHCS building a Facility Use agreement may be needed and fees may apply.

Reminders:

1. Items should not be ordered, committed to or purchased until after the principal approves the fundraiser in writing.
2. No edible items (i.e.. pizza, candy...) are to be sold until after the last lunch period.
3. All money that is collected must be turned in daily to the school treasurer. No external bank accounts may be opened.

I have read and understand and will abide by all NHCS Board Policies and procedures especially Board Policy #8550.	
Date _____	Teacher's Signature _____

		Comments
<input type="checkbox"/>	I approve the above stated fundraising activity.	
<input type="checkbox"/>	I do not approve of the above stated fundraising activity.	
Date _____	Principal's Signature _____	

Upon approval, the original is filed with the principal, a copy to the school treasurer and teacher/advisor and a copy emailed to Sheila Wilkes at Central Office. sheila.wilkes@nhcs.net.

References

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| http://www.nhcs.net/policies/series8000/8550.pdf | http://www.nhcs.net/auditor/Fundraising.htm |
| http://www.nhcs.net/policies/series3000/3350.pdf | http://www.nhcs.net/policies/series4000/4500.pdf |
| http://www.nhcs.net/policies/series9000/9200.pdf | http://www.nhcs.net/policies/series7000/7552.pdf |