

2026-2027

FUNDRAISER REQUEST

Must be submitted for Board approval prior to event

Note: Post-Activity Reconciliation Report must be completed within 5 working days from the conclusion of the fundraiser.

School _____ Sponsor _____

(First and Last Name Required)

Organization, Class, Etc. _____ Booster Club/PTO or School Account

Description of fundraiser (if other than sales, provide dates of activity on line below)

Purpose of Fundraiser (What will funds be used for; must be specific):

Educational value _____

Estimate of Total Profit \$ _____

Is the fundraiser food/snack related? YES or NO

Will the food/snack be sold during school hours to students? YES or NO

Will the food/snack be sold after school hours? YES or NO

Will the food/snack be sold on campus to Adults Only? YES or NO

Does food/snack meet Smart Snacks in School guidelines? YES or NO

Sale of food items during the school day must be submitted to Child Nutrition Director

Name of Company/Vendor _____

Sales:

Items to be Sold (Provide Description)	Wholesale Price	Retail Price	Beginning Date of Sales	Ending Date of Sales

Per MS Accounting Requirements: Fundraising activities as part of the sale or rental of items to students (including school pictures, graduation invitations, and cap and gown rentals) must include a disclosure statement that reads ***“NOTICE. This sale is being conducted as a fundraising event. A portion of the sales price will be contributed to the local student activity fund.”***

Sponsor’s Signature _____

Principal’s Approval _____ Date _____
(Signature required)

For District Office Use Only

Date Received _____ by _____

Child Nutrition Director Review (if applicable) **Approved** **Denied** _____
Signature

Superintendent’s or Designee’s Review for Agenda **Approved** **Denied** _____
Signature

Presented to School Board for Approval: _____