

Hyde County Schools Fundraising Request

School Name: _____

According to the Hyde County Schools Board Policy 5220 and 5220R 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 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 an ePortfolio Project? _____
 Vendor Name: _____
 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 HCS building, a **Request for Use of Facilities** 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 HCS Board Policies and procedures especially number <u>5220R</u> .	
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 Tammy Sadler at the Central Office. (tsadler@hyde.k12.nc.us)