Preston County Schools
Fundraising Activity Request

Name of School: ________________________________
Name of Organization: ________________________________
Contact Person:_____________________________________
Phone Number: _____________________________________

All Fundraisers must comply with Preston Co. Board Policy §5-21, Accounting Procedures Manual for Public Schools in West Virginia (Chapter 1-34), and State Standards for School Nutrition Policy 4321.1 (§126-86).

Complete Information for Line 1 – 11 or Mark N/A

1. Name of Activity: ______________________________________
2. Location of Activity: ______________________________________
3. Date(s) of Activity: ______________________________________
4. Reason for Fundraising Activity: ____________________________
5. Educational Value to Students: _____________________________
6. Name of any outside business/company involved: ________________
7. Number of students or grades participating: ______________________
8. Your organization’s percentage of profit: ________%
9. If outside/company, their profit margin: ________%
10. Projected Revenue to be Raised: $ __________________
11. Will School Facility need to be reserved? YES NO
   (If yes, please fill out Facility Use Form) FY _____ No. ______

Principal’s Signature: ______________________________________
Treasurer/CSBO’s Signature: __________________________________
Superintendent’s Signature: ____________________________________

Approved: _________ Denied: _________
Comments: ________________________________

FY _____ No. ______ Fundraising Request Form FY16