

# LONG COUNTY SCHOOLS FUND RAISING REQUEST FORM

Requesting Club or Class \_\_\_\_\_ Date \_\_\_\_\_

Project Description \_\_\_\_\_  
\_\_\_\_\_

Dates of Project \_\_\_\_\_

Time of Day Project Will Be Held \_\_\_\_\_

Signature of Sponsor in Charge \_\_\_\_\_

Justification of Fund Raising Activity \_\_\_\_\_  
\_\_\_\_\_

All money collected must be processed through the appropriate Principal's Account or the Athletic Account. All bills generated by the fund raiser must be processed in the same manner.

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Approving Principal or Athletic Director Signature \* \_\_\_\_\_

Approval of Superintendent \_\_\_\_\_

This request, **(with proper signatures)** must be submitted to the Board Office by NOON on the Wednesday prior the Board meeting. Submission after the deadline will postpone Board consideration until the following month's meeting.

\*All coaches submitting fundraisers for their team or sport must have approval from the Athletic Director.

***All items purchased for fund raising purposes must be inventoried and accounted for at project completion.***