

Spotsylvania County Public Schools
Fundraiser Authorization Request
PTO/PTA or School Activity Support Organizations (i.e. booster clubs)

Revised 7/25/13

Form RM8

The fundraising activity must be approved before it is announced. Requests for approval must be Made 30 days prior to the activity start date. The fundraiser announcement must state that participation is entirely voluntary and include a list of participation incentives if applicable. Attach a copy of the announcement to this request.

School _____ Fiscal Year _____

Sponsoring Organization _____ Date of Request _____

Purpose of Fundraiser _____

Fundraiser Information

Company Name _____

Company Address _____

Company Phone _____ Email or Website _____

Fundraiser Description

Describe Merchandise _____

Describe Student Responsibility _____

Note: Fundraisers must comply with School board policy.

Describe School Responsibility _____

Attach directions to students announcing the activity. Include a list of incentive awards for participating.

Sponsor Signature _____ Date _____

Principal Signature _____ Date _____

Director Signature _____ Date _____

Note:

Fundraiser financial statement is not necessary for PTO/PTA fundraisers.