

**CSC of Eastern Hancock County
Request to Conduct Fundraiser**

Updated 2-19-18

All organizations wishing to conduct fundraising activities (on campus, off campus OR virtual) involving the use of students or the use of facilities of the school district **must** complete this form. The Superintendent or Principal's approval of the fundraiser is required **prior** to scheduling the event. This form must be accompanied by an explanatory flyer explaining how the proceeds will be used. The same flyer must accompany all fundraiser order forms or be posted at fundraising sites. **Please plan ahead.**

Name of Group Conducting Fundraiser: _____

Start Date: _____ End Date: _____

Location (select at least one): On Campus Off Campus Virtual (online)

Location if off campus: _____

Website used if online: _____

Financial goal for fundraiser: \$ _____

Description of fundraiser:

Please describe how the proceeds will be used:

In the event there is more money raised than is necessary, for what will the excess be used?

How this event will be advertised:

As the representative of the student group requesting this fundraiser, I understand that excess funds may not be refunded to parents or students. Fundraising proceeds may not be used for purposes other than approved on this form and advertised.

Representative Name: _____

Date: _____

Approved

Denied

Principal/Superintendent Signature: _____ Date: _____