



# Porter Township School Corporation Fundraising Application

Per SBOA, individual school organizations or functions may conduct selling activities on **not more than 30 separate days during a school year. All fundraisers must be board approved prior to conducting the fundraiser. Applications must be submitted at least 10 days prior to a board meeting to be approved.** A Summary Collection Form SA-8 must be completed and submitted with fundraiser proceeds for deposit. Upon approval, a Facility Request Form must be submitted if applicable.

Name of Organization: \_\_\_\_\_

Sponsor / Individual in Charge: \_\_\_\_\_

Fundraiser Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Number of Days: \_\_\_\_\_

Fundraiser Details: \_\_\_\_\_

Where: \_\_\_\_\_ Cost of Items Sold: \_\_\_\_\_ Goal: \_\_\_\_\_

Use of Money: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Needs: Money Bag \_\_\_\_\_ Tickets \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **OFFICE USE ONLY**

Does this fundraiser involve the sale of foods and/or beverages during the school day? YES  NO

*\*If yes, Director of Food Service must also approve fundraiser*

**PRINCIPAL / ASSISTANT PRINCIPAL APPROVAL:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**ATHLETIC DIRECTOR APPROVAL:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**DIRECTOR OF FOOD SERVICE APPROVAL:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**SCHOOL BOARD APPROVAL:**

\_\_\_\_\_ DATE: \_\_\_\_\_