



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

Is this a fundraiser for an athletic team? YES ☐ NO ☐

**If yes, the Athletic Director must approve fundraiser.*

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

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

BUILDING PRINCIPAL APPROVAL: _____ DATE: _____

ATHLETIC DIRECTOR APPROVAL: _____ DATE: _____

FOOD SERVICE DIRECTOR APPROVAL: _____ DATE: _____

SCHOOL BOARD APPROVAL: _____ DATE: _____