

Leipsic Local School District Fundraiser Approval Form

School Year: _____

Name of Organization: _____

Advisor or Adult Officer: _____

Participants of Fundraiser (ie: students, adult members) _____

Approximate Date of Fundraiser: _____

Description of Fundraiser: _____

Estimated Revenue: \$ _____

Estimated Expenses: \$ _____

Estimated Profit: \$ _____

Account and Location of Account Used to Pay Expenses and Deposit Money:

_____ School Account
_____ Booster Account

Name of group/account _____
Name of group/account _____

- Each Sales Project fundraiser requires its own form. Non-Sales Projects (donations, dues, etc...) only need to fill out the Estimated Income Form on the back side.
- Must Be Completed and Returned No Later Than August 1 for Board Approval.
- **School Accounts** - This form and the Estimated Income Form on the back side must be completed and approved before the income project may begin. Once you receive a copy of approval of both forms, you may begin the fundraiser on the assigned date. You must also fill out the bottom portion of the Estimated Income Form and submit it after the project has been completed.
- **Booster Accounts** – This form must be completed and approved before the fundraising activity may begin.
- **All Accounts** – If you want to begin your fundraiser on the assigned date, please plan accordingly to allow sufficient time for the submission and approval of forms.

Sign below for approval:

Athletic Director (if applicable)

Building Principal

Superintendent

Date

Date

Date