

Richmond Community Schools Student Fundraising Activity

This form is to be completed and submitted to the principal for approval by principal and superintendent of schools prior to commencing any student fundraising activity.

Name of Group: _____

Advisor (or Representative): _____

Name of the fundraiser: _____

Amount of money to be raised: _____

Per student quota: _____

Means of fundraising (e.g. cash contributions, pledge, sale of product or services, etc)

What students and/or others will be doing to raise the money:

Geographic area in which the fundraising will take place:

Dates and time requirements:

Total activity: _____

Per student: _____

How will students be supervised:

Person managing the funds: _____

Time and place of deposit of funds: _____

DESCRIBE ON THE REVERSE SIDE THE PROJECTS FOR WHICH THE MONEY WILL BE SPENT AND THE ESTIMATED COST OF EACH PROJECT.

APPROVED

DATE

Principal's Signature

Superintendents Signature

Richmond Community Schools Fundraising Evaluation Form

Name of the organization: _____

Name of the Fundraiser: _____

Anticipated Receipts: _____ Actual Receipts: _____

Profit: _____

Brief description of method used to raise funds that were different than planned.

Comments reflecting positive or negative experience.

Suggestions for improving project.

Signature of Project Advisor or Responsible Party

Date

Richmond Community Schools Parent Permission For Student Participation in Fundraising

The fundraising project described below has been approved with the condition that your child may not participate without parental permission. Please sign and return to your child's school office.

PARENT INFORMATION

A. Organization or group holding activity: _____

B. Advisor or representative: _____

C. Fundraising activity

1. Purpose: _____

2. Student activity: _____

3. Dates and times of participation

Dates: _____

Hours: _____

D. The profits from this activity will be used for: _____

I _____ do _____ do not give permission for _____

Student's name

To take part in the fundraiser described above. I understand that _____

Parent's signature

Date

Teacher

Grade