



# Local School Fundraising Accounting Proposal/Agreement

School \_\_\_\_\_

Description of proposed fundraising activity \_\_\_\_\_

Inclusive dates of proposed fundraising activity \_\_\_\_\_

Group Sponsor \_\_\_\_\_ Sponsoring Group \_\_\_\_\_

Name of Outside Organization (if any)	Not for Profit 501 (c) (3) IRS Tax ID No.:	Yes	No
---------------------------------------	-----------------------------------------------	-----	----

**HISTORY OF LAST FUNDRAISING ACTIVITY**

Inclusive dates of **last** fundraising activity \_\_\_\_\_

Description of **last** fundraising activity \_\_\_\_\_

a. Profit Made \_\_\_\_\_

b. Distribution/Use of Funds \_\_\_\_\_

---

**DESCRIPTION OF PROPOSED FUNDRAISING ACTIVITY**

Please place a check mark next to the groups from whom this activity will solicit fundraising sales.

Entire student body	Specific groups within students
Faculty and/or staff	Non-school personnel

Selling price per unit (i.e. fundraising merchandise) \_\_\_\_\_

Anticipated revenue from total sales \_\_\_\_\_ (a)  
(All sales must be approved by Area Instruction Officer)

Anticipated expenses from total activity \_\_\_\_\_ (b)

Anticipated profit (revenue - expenses) \_\_\_\_\_ (a-b)  
(In most cases, the school should receive 100% of the profit. Exceptions may include school pictures and PTA/PTO fundraising.)

School's percentage of profit (usually 100%) \_\_\_\_\_ %

Proposed distribution / use of profit \_\_\_\_\_

All fund collections and expenses will be processed by the schools, not the outside organization.  
Net profits will not be distributed to outside organization until the Final Fund Raising Report is completed.  
Net losses will be shared with the outside organization making a payment for their percentage of the net loss.

Requested by \_\_\_\_\_ Date \_\_\_\_\_  
(Sponsor)

Outside Organization \_\_\_\_\_ Date \_\_\_\_\_  
(Representative/Title)

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(Principal)

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(Chief Area Officer)

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(LSC Chairperson) - For fundraising events with or by an outside organization

*Please note that all fundraising activities hosted by the school or school affiliated groups are accountable for completing and submitting Local School Fundraising Accounting Report **10 days from the closing date of the fundraising activity**.*