
**Galion City Schools
Fund-Raising Activity
Permission Request**
Board Policy # 5830 / # 6610

Building: _____

Permission is requested to conduct the following fund-raising activity (circle one - *school wide* or *building specific*), provide a description of your event:

Specific purpose for which the net proceeds will be used:

The following activity fund account(s) will receive the net proceeds:

Dates: Beginning _____ Ending _____

I have requested permission to conduct a fundraising activity, and I will be responsible for the preparation of the BUDGET/OPERATING REPORT. I will be responsible for the accountability of all monies collected at the conclusion of the fundraising activity, and I will turn in all records to the Building Principal.

Date: _____ Sponsor/Person Requesting Permission: _____
(sign and print name)

Approved: _____
Principal Superintendent Treasurer

James Grubbs- Superintendent

Charlene Parkinson- Treasurer
Paul Wheeler- Director of Federal Grants

Cindy Parrott- Student Services Director
Jennifer Allarding- Director of Curriculum Teaching & Learning



**Fund-Raising Activity
Budget / Operating Report**

Revenue			
Category	Event Budget	Event Actual	Description
Registration/ticket fees			
Sponsorships			
Donations			
Merchandise Sales			
Other revenues			
Total Revenue			

Expenses			
Category	Event Budget	Event Actual	Description
Awards and Prizes			
Catering and Food			
Decorations			
Entertainment			
Equipment Rental			
Merchandise			
Advertising			
Permits and Rentals			
Supplies			
Postage			
Other Miscellaneous Expenses			
Total Expense	\$ -	\$ -	
Net Income(Loss)	\$ -	\$ -	

Prepared by: _____
Program Sponsor

Date: _____

Board Policy and Mission Statement:

The raising and expending of activity monies by student bodies should have but one purpose: to promote the general welfare, education and morale of the students and to finance the normal legitimate co-curricular activities of the student body organization. Students have an opportunity to take part in co-curricular activities to enhance the overall learning experience. Board Policy #5830 Student Fund-Raising and Board Policy # 6610 Student Activity Fund outline a system for safeguarding, accounting and internal control of extra curricular student activity funds.