

North Central
High School
2019-2020 School Year



Fundraiser Kit

This packet must be completed and approved prior to the start of your organization's fundraiser.



North Central High School Fundraiser Checklist

STEP 1: Complete the Fundraiser Request Form and turn it in to the appropriate administrator (see below). This form must be on file and **approved** by administration prior to the start of the fundraiser. If you are a Booster Organization, indicate that information on this form.

STEP 2: After the fundraiser has been **approved** by Administration, you will receive a fundraiser number. Keep track of this fundraiser number for your records.

STEP 3: Once the fundraiser is complete, fill out the Fundraiser Follow-Up Report Form and turn in to the Treasurer. This form must be turned in after the conclusion of your organization's fundraiser.

The following groups should submit the appropriate paperwork to Ms. Palacios' office, N706:

- Student Government
- Extra-Curricular
- Performing Arts
- Clubs

The following groups should submit the appropriate paperwork to Mr. Elkins:

- Athletics
- Athletic Boosters

NC Fundraiser #: _____

**North Central High School
Request for Fund Raiser
2019-2020 School Year**

Fill out this form completely and return it to the appropriate administrator for approval. If there are any questions that do not apply to your fundraiser, please indicate this with N/A in the blank.

1. Name of Club/Organization: _____
2. Sponsor Name(s): _____
3. Name of Fundraiser Activity: _____
4. Description of Fundraiser Activity (if applicable):

5. Purpose of Fundraiser Activity: _____

5. Date(s) of Activity: Beginning Date: _____ Ending Date: _____
(The maximum time frame for fundraisers is 10 days from start date of the activity.)
6. Project explanation (name of product, company, and method of sales)

7. Will the students be given a copy of Fund Raiser Guidelines? ___Yes ___No
If yes, please attach a copy of the Fundraiser Guidelines that will be provided to the students.
8. Will you need the use of school facilities: Yes _____ No _____
If yes, list the facilities needed with the time and date: _____

9. Has the fundraiser been presented to Principal's Cabinet? ___Yes ___No
If no, explain: _____

10. Price Range of products:

Minimum Price of Item(s) _____ Maximum Price of Item(s) _____

Percentage amount to be paid to the company: _____

11. What will be done with the unsold or unwanted items?

Please provide any additional information you feel might be important.

Please note that this form must be completed, signed, and approved by Administration before the fundraiser can begin. The Follow-up Report must be completed and returned to the Treasurer's Office within two (2) weeks after the fund raising activity has concluded. Failure to complete the appropriate paperwork in a timely manner could forfeit any future fundraising activities for the club sponsor.

Sponsor or Coach's Signature

Date

Department Chair Signature

Date

FOR ADMINISTRATION USE ONLY

Approved: _____

Rejected: _____

COMMENTS:

Principal or Principal's Designee's Signature

Date

Fundraiser #: _____ Club/Organization _____

**North Central High School
Fund Raiser Follow-up Report
2019-2020 School Year**

This form is to be completed by the sponsor at the conclusion of the fundraiser activity. If there are any questions that do not apply to your fund raiser, please indicate this with N/A in the blank.

1. Name of Club/Organization: _____

2. Sponsor Name(s): _____

3. Name of Fundraiser Activity: _____

4. Expenses Incurred: _____

Please give details of expenses:

5. Actual Profit from the Fundraiser: _____

Please give any additional information you feel might be important.

Principal or Principal Designee Signature

Date

Sponsor Signature

Date

