



FUNDRAISER REQUEST FORM

APPROVAL IS REQUIRED PRIOR TO THE EVENT

PROJECT MUST NOT INTERFERE WITH INSTRUCTIONAL TIME

School: _____

Date Request Submitted: _____

Requestor: _____

Department: _____

Description of Project (who, what, when, where, why, etc., attach additional page if necessary): _____

Is a Raffle/Bingo permit required (see requirement printed below)?

Yes No

According to Georgia Statute (OCGA 16-12-22.1), a Raffle or Bingo requires a permit. If your fundraising project falls into either of these two categories, the permit must be submitted to the Office of Financial Management upon approval of the project and before the event. Permits for Raffles and/or Bingo are issued through the Cherokee County Sheriff's Office (678/493-4140).

Office of Financial Management Use Only
Date Permit Received _____

Food and Beverage Sale Requirements: (FORM MUST BE SENT TO SCHOOL NUTRITION FOR APPROVAL)

1. Will students be either selling or buying food or beverage items under this project? Yes No

If the answer is YES to Question 1, answer Question 2 and the Director of School Nutrition must approve this Fund-Raiser Request. If the answer is NO to Question 1, proceed to the next section.

2. Will sales be during the school day (from midnight to 30 minutes after the end of the school day)? Yes No

If the answer is YES to Question 2, complete Question 3. If the answer is NO to Question 2, proceed to the next section.

3. Is the food/beverage item approved as a "Smart Snack"? Yes No

If the answer is YES to Question 3, attach the approved "Smart Snack" certificate. If the answer is NO to Question 3, attach the School Fundraiser - Special Exemption Request form AND the Exempt Fundraiser Tracking Form (only the page containing this fundraiser). See the School Nutrition department website for further information. All nutrition labels and documentation for food and beverage sales must be attached, including smart snack calculations.

SN Reviewer Notes: _____

Director of School Nutrition Signature

Name of Company/Representative: _____

Beginning Date of Project: _____

Ending Date of Project: _____

Percent or Amount of Profit Anticipated: _____

How will funds be used? _____

Teacher/Sponsor Signature

Principal's Approval (Required before Submission)

Chief Financial Officer's Approval

Submit Financial Report to Bookkeeper at Conclusion of Project.

Cost of Items Sold \$ _____
Cost of Items Returned \$ _____

Cash Transmitted to Bookkeeper \$ _____
PROFIT \$ _____

RETURN COMPLETED FORM TO OFFICE OF FINANCIAL MANAGEMENT, ATTN: KENNETH OWEN.