

Building Fundraising Project - When complete, submit the proposal to the building principal for approval.
(Complete this form if the project is primarily benefiting a specific school building.)

The following information must be submitted for approval prior to undertaking fundraising projects for the benefit of a specific building.

It is suggested that building proposals be filed (7) days prior to beginning an activity so that adequate review can take place. A recommendation supporting or not supporting the proposal will be provided from the building principal.

1. Name of School where fundraising project will occur: _____

2. Name of organization: _____

Please indicate whether the organization is:

- Not-for-profit organization with 501(c)(3) status (e.g., PTA); or
- Volunteer based.

2. Facility use permit number. If this fundraising requires the use of a District facility, please include the Permit Number: _____

3. Person chairing the activity:

Name: _____

Telephone Number: _____ Email Address: _____

Is this chairperson an officer of the organization? Yes No

For PTA fundraising, please confirm that you have obtained the approval of your PTA President prior to submitting for Principal's approval. Yes No

4. Purpose of the fundraising:

- 5th Grade Committee Activities Other - Please Describe:
- General PTA Activities
- Cultural Arts Activities

5. Description of the fundraising activity, including all activities involved in the fundraising. Please do not respond "Flyer Attached" to describe the fundraising activity:

6. Role of school personnel or students in the fundraising activities:

By signing this proposal, you agree to abide by the terms of Clarkstown Central School District policies and regulations relating to fundraising, including but not limited to: Gifts, Grants, and Bequests (Policy #1320), Fundraising by Community Groups (Policy #1330), Soliciting Funds From Students (Policy #1440), Fundraising Projects by Students (Policy #5310), Fundraising by Community Groups (Regulations #133.1, #133.2, and #133.3).

Signature of Person Chairing Activity

Date

*** The typewritten version of your name will be accepted as your signature on this electronic form.*

Directions for submitting this form:

If you are completing this form in conjunction with our [“Submit Flyer” form](#), please save this completed form to your computer using the "Save As" function and then upload it to the “Submit Flyer” form along with your event flyer and the required documents listed above.

If you are completing this form *without* an additional event flyer, please save this completed form to your computer using the "Save As" function then attach it in an email addressed to ptarequests@ccsd.edu.

For Internal Use:

Building Fundraising Project

▶ Proposal is Approved Proposal is Denied

School Principal

Date

▶ Proposal is Approved Proposal is Denied

Assistant Superintendent

Date