

District Fundraising Project - When complete, submit the proposal to the building principal for approval.

The following information must be submitted for approval prior to undertaking fundraising projects for the benefit of the District. Community proposals must be filed thirty (30) days prior to beginning an activity so that adequate review can take place. A recommendation supporting or not supporting the proposal will be provided.

All proposals for District fundraising projects, including sports, will be pre-approved by the Board of Education in anticipation of the donation of said funds to the Clarkstown Central School District under Policy #1800 Gifts From the Public.

1. Name of Organization:

Please indicate whether the organization is:

- Not-for-profit organization with 501(c)(3) status (ie: PTA) or
- Volunteer based.

2. Facilities Use Permit:

If this fundraising requires use of a District facility, please include the permit number here:

3. Person Chairing the Activity:

Name:

Phone Number:

E-mail 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:

5. Description of the fundraising activity, including all activities involved in the fundraising:

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

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 from the Public (Policy #1800), Public Use of School Facilities (Policy #1500), Student Fundraising Activities (Policy #5251), Student Extra Classroom Activity Funds Management (Policy #5252), Advertising in the Schools (Policy #1511)
** The typewritten version of your name will be accepted as your signature on this electronic form.

Signature

Date

Directions for Submitting This Form

Please note: The following documents must be included when submitting this form:

- Budget outlining the disposition of funds to be raised
- List of dates, times, and locations of activities

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 along with the required documents listed above.

For Internal Use:

DISTRICT FUNDRAISING PROJECT

Proposal is:

Approved Denied

School Principal -

required for all proposals

Date

Proposal is:

Approved Denied

Assistant Superintendent

request for a donation to a specific school

Date

Proposal is:

Approved Denied

Superintendent of Schools

required for a donation to the District for district-wide use

Date