

SCHOOL SPONSORED FUNDRAISERS
MADISON COUNTY SCHOOL DISTRICT
BOARD OF EDUCATION-REGULAR SESSION

School sponsored fundraisers include any fundraising event approved by the school board as one sponsored or promoted by the local school. Examples would include the operation of vending machines, school stores, concession stands, carnivals, sales by principals and/or teachers to students, organized school wide sales by students and similar types of fundraising activities. **The Madison County School Board shall approve all fundraisers.** Please check for approved Board meeting dates. (Board agenda items should be turned in to Mary Ann Bivings on or before Wednesday at noon before the scheduled board meeting.)

The money collected through school sponsored fundraising activities is required to be receipted according to School Board Policy. Fundraiser items are considered "items purchased for resale". Items purchased for resale to students or the general public are exempt from state purchasing laws. **The items should be coded to expenditure object code 660 on the purchase order requisition and sales tax paid thereon. Please attach a copy of this form to your purchase order requisition for audit purposes.**

Date Prepared: _____

Board Meeting Date: _____

School: _____

Name of Club/Class/etc participating in Fundraiser: _____

Name Sponsor: _____

Purpose of Fundraiser: _____

Time of Fundraiser: _____

Company to be Used: _____

Other information you think important: _____

REQUESTED BY: _____

PRINCIPAL/DIRECTOR APPROVAL: _____

ACTION TAKEN: (CHECK ONE)

____ **Approved as Requested**

____ **Approved with Changes**

____ **Disapproved –Reason**

____ **Tabled-Additional Action Required:** _____