

2017-18 D. A. T. E. PTO FUNDRAISER REQUEST FORM



Please submit a completed form, itemized budget and all marketing pieces at least three weeks prior to your requested start date.

DATE: _____

GRADE/ORGANIZATION/GROUP: _____

CONTACT PERSON (1): _____

• EMAIL: _____

• PHONE NUMBER: _____

CONTACT PERSON (2): _____

• EMAIL: _____

• PHONE NUMBER: _____

NAME/TYPE OF FUNDRAISER: _____

PURPOSE OF FUNDRAISER: _____

ITEM(S) TO BE SOLD: _____

PRICE (\$): _____

START DATE: _____

END DATE: _____

PROJECTED PROFIT: _____

Please check the items that will be submitted with this request form:

Flyer Submitted / /

Logo Submitted / /

Product Sample Submitted / /

Other _____ Submitted / /

N/A

D. A. T. E. Fundraising Procedures/Guidelines:

1. Rational: The many fundraising activities that are being conducted by individual classrooms, clubs, and organizations are affecting the ability for our school (D. A. T. E.) to raise funds for i.e. Capital Campaign. In addition, the abundance of fundraising activities may be creating a financial hardship for the parents. In an effort to meet the school's growing financial needs and to eliminate any parental hardship, we will limit our clubs/organizations, sponsored school activities, and the type of student fees and fundraisers, so that they adhere to the procedures that were adopted by the Board of Directors. More importantly, the student fees and fundraisers will only be applied to school related activities that consist of instructional activities i.e. field trips.
2. All fundraising activities that utilize the entire D.A.T.E. student body must be approved in advance and in writing by the PTO and by C.E.O. Headmaster.
3. Organizations that are included in this policy include, but are not limited to, classrooms, clubs and any individual organizations seeking to do fundraising with student/parent participation.
4. All fundraising projects and/or events must contribute ten percent (10%) of all net profits towards the Capital Campaign. In addition, ten percent (10%) must be contributed to the PTO General Fund. This contribution will be waived if no funds are requested from PTO in the future. This means that eighty to ninety percent (80% to 90%) of the net profit from each fundraiser will be available for the approved school related activity.
5. All funds resulting from fundraisers must be deposited within 3 to 5 business day into the approved school/PTO fundraising account.
6. All funds resulting from fundraisers, which are left over from a previous semester or previous school year must be contributed to school resources that will enhance instruction and capital projects. This can include instructional field trips and equipment/supplies needed for that particular non-school club/organization.
7. Student fees can only be collected for school sponsored extracurricular activities i.e. band, athletics, BETA, cheerleading, dance team, etc. and any other club sponsored by the school, with the exception of 8th grade. Furthermore, 8th grade fees can only be imposed for their promotional ceremony, 8th grade dance, and instructional related activities.
8. All approved fundraisers must have a start and end date(s) listed on page (1). If the fundraiser does not begin on the approved date, the applicant must resubmit this form with revised dates, and be subject to new approval by the PTO and C.E.O. Headmaster.

Please sign if you/your organization agrees to these terms:

-----date / / [Approval expires 30 days after approval date]
Submitted by: Organization Representative

----- date / /
Received by: PTO Representative

Approved by PTO President: _____ / /
Not Approved by PTO: _____ / /

Reason: _____

