

Newburyport Public Schools  
Fundraising Permission Form

FORM  
A

Organization: \_\_\_\_\_ School: \_\_\_\_\_

\*Contact Person (Coach/Advisor/Staff/Adult): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*\* This person will be responsible for submitting the Student Activity - Event Financial Report (Form B) to the Business Office in a timely manner after the fundraising event is complete.*

Description of fundraising activity: *(Please describe exactly how funds are being raised, including product being sold, vendor name, event location, ticket prices, website, fees, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Start Date(s): \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Funds generated will be used for the following purpose *(list specific use)*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Anticipated Profit: \_\_\_\_\_ Include % split: NPS %: \_\_\_\_\_ Vendor %: \_\_\_\_\_

Describe procedure for handling Funds & Expenditures: \_\_\_\_\_

\_\_\_\_\_

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- School Sponsored Athletic Team *(requires Athletic Director, Principal & Superintendent approval)*
- School Sponsored Club / Class / Group *(requires Principal & Superintendent approval)*
- School Related Parent Organization *(requires Principal & Superintendent approval)*
- School Sponsored Activity involving students in fundraising projects via sales within the school *(requires Principal & Superintendent approval)*

Organization Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fundraisers must comply with School Committee Policies and Central Office administrative procedures.  
*NOTE: Incomplete permission forms will be returned. All fundraisers will be listed on the district's fundraising calendar.*