

Newburyport Public Schools Fundraising Permission Form

Name of Organization: _____ Date: _____

- School Related Parent Organization (*requires principal & superintendent approval*)
- School Sponsored Group / Club / Team (*requires principal & superintendent approval*)
- School Sponsored Activity involving students in fundraising projects via sales within the school (*requires principal & superintendent approval*)

Contact Person(s): _____ School: _____

Address: _____

Phone: _____ Email: _____

Proposed Fundraiser Activity & Project Description (include % to vendor and/or 3rd party):

Date(s) of Fundraising: _____ Anticipated Revenue: _____

What Will Funds Be Used For - List Specific Use: _____

Procedure Established For Handling Of Funds & Expenditures: Yes or No (circle one)

Organization Rep. Signature: _____ Date: _____

Principal or Designee Signature: _____ Date: _____

Superintendent or Designee Signature: _____ Date: _____

NPS FUNDRAISING PROJECT FORM

CHECKLIST

- Submit permission form by due date (no later than 2 weeks before the event).

- Secure approval for fundraiser.

- Submit a recap of fundraiser to Business Office no later than 5 days after fundraiser. Be sure to include how funds were handled, total amount raised and final disposition of the funds (deposited in student activity funds, purchase new uniforms, etc.) This should include what was done with any excess funds (if applicable).

Special Notes:

1. Approved fundraising activities will be listed on a district-wide fundraising calendar which will include start and end dates for each fundraiser. This calendar will be available on the school's website.
2. Approved fundraisers will identify the specific purpose for the use of the funds generated.

If you have any questions, please contact your building principal or the Business Office.
Our goal is to assist you in having a successful fundraising activity.