



WILLIAMSBURG-JAMES CITY COUNTY PUBLIC SCHOOLS

Fundraising Approval Form

STEP 1: Organization raising funds completes Part A

STEP 2: Submit to Principal and School Treasurer for approvals.

STEP 3: Send to Senior Administrative Assistant for Finance at Central Office maria.hernandez@wjccschools.org
if Online/Crowd Funding Fundraiser

STEP 4: Treasurer completes Part C at end of fundraiser.

PART A: To be completed by organization raising funds	
School Name	Organization Raising Funds
Type of fundraiser: <input type="checkbox"/> School-Based Fundraiser – PTA, Boosters, Dances, Spirit Nights, etc. <input type="checkbox"/> Charitable Fundraiser - Raising funds for American Cancer Society, American Red Cross, etc. <input type="checkbox"/> Online/Crowdfunding Fundraiser* – Donors Choose, Kick Starter, etc. <i>*must receive Finance Department approval</i>	
Activity/Fundraiser Description	
Specific Purpose of Fundraiser	
Begin Date and Time	End Date and Time
Estimated Cost <small>(Itemize expenses of cost per article sold)</small>	Estimated Sale Price <small>(If dance, play, etc., list admission cost)</small>
Preparer's Name	Preparer's Signature
Preparer's Contact Phone Number	If Applicable, have appropriate departments been consulted (i.e. Technology Dept for IT equipment, software/Operations Dept for water filling stations) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Comment:

**Must attach a copy of any communications that will be utilized for this fundraiser*

PART B: Approvals	
Principal	Date
School Treasurer	Date
Finance Department if Online/Crowdfunding Fundraiser	Date

NOTE: Fundraiser is not approved until signed by all parties listed above.

PART C: Profit/Loss Statement		
<i>To be completed by Sponsor at the end of the fundraiser and resubmitted to Treasurer for audit purposes.</i>		
Revenue \$	Expenses \$	Total: Profit (+) or Loss (-) \$