



**WILLIAMSBURG-JAMES CITY COUNTY PUBLIC SCHOOLS**

**APPROVAL of SCHOOL FUNDRAISER**

- STEP 1:** School representative completes Part A (get signature from organization’s representative that is helping raise funds).  
**STEP 2:** Submit form to Student Council President (or representative) for approval.  
**STEP 3:** Submit to Principal and School Treasurer for approvals.  
**STEP 4:** Treasurer completes Part C at end of fundraiser.  
**STEP 5:** Completed copy sent to Senior Administrative Assistant for Finance at Central Office: [Stacie.Disbrow@wjccschools.org](mailto:Stacie.Disbrow@wjccschools.org)

<b>PART A: To be completed by School Representative</b>	
<b>NAME of SCHOOL</b>	
<b>Partner Organization</b>	<b>Partner Representative’s Signature</b>
<b>Activity/Fundraiser Description</b>	
<b>Specific Purpose of Fundraiser</b>	
<b>Begin Date</b>	<b>End Date</b>
<b>Estimated Cost</b> <small>(Itemize expenses of cost per article sold)</small>	<b>Estimated Sale Price</b> <small>(If dance, play, etc., list admission cost)</small>
<b>Estimated Benefit to School</b>	
<b>Preparer’s Name</b>	<b>Preparer’s Signature</b>

<b>PART B: Approvals</b>	
<b>SCA President or Representative</b>	<b>Date</b>
<b>Principal</b>	<b>Date</b>
<b>School Treasurer</b>	<b>Date</b>
<b>NOTE: Fundraiser is not approved until signed by all parties listed above.</b>	

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