

PENN CAMBRIA SCHOOL DISTRICT

**REQUEST FOR APPROVAL OF FUNDRAISING PROJECT**

Today's Date		
Club or Organization Name		
Grades Involved		
Supervising Advisor		
Date Sale Begins		
Date Sale Concludes		
Financial Goal <small>(Submit financial report on Page 2 upon conclusion of activity).</small>		
Reason for Conducting Fundraiser	<hr/> <hr/> <hr/> <hr/>	
Description of Activity / Nature of Project / Items for Sale, Etc.	<hr/> <hr/> <hr/>	
If applicable, has a Small Games of Chance License been obtained?	<hr/> <hr/>	
<b>Required Signatures</b>		
	Signature	Date
Sponsor		
Principal's Approval		
Superintendent's Approval		

**Distribution of Form:**  
 Original to Principal  
 Approved/disapproved to Sponsor  
 If approved, copy to Business Office

**SALES TAX:** Items purchased for resale to raise funds ARE TAXABLE. The sales tax must be paid at the time of purchase OR collected from the customer when the item is sold. Paying the vendor and building the sales tax into the selling price is the recommended practice.

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**FUND RAISING PROJECT – FINANCIAL REPORT**

(Advisor must submit this report to the Business Office promptly upon conclusion of the activity).

Gross revenues from fund raiser	
Less expenditures and costs	
Equals net profit	
Attest by Advisor	
Date	

**Distribution of Form:**  
Original to Business Office