

FUNDRAISING POLICY AND PROCEDURES

1. An application (Form A) must be submitted to each fund-raising activity to the Principal for approval. This applies to all fundraisers by any Torrington High School group, either **on** or **off** school grounds.
2. Dates for approved fund-raising projects must be cleared with both the Student Council Office and the Main Office and then placed on the Main Office calendar (prior to October 1 as a general rule, but not less than two weeks prior to the start of the fundraiser.)
3. The sole purpose of all fundraisers will be to raise money for club activities. Classes may also sponsor dances in an attempt to raise money for their treasuries.
4. A club may have no more than three fund raisers in any school year, each with a duration of no more than ten (10) school days.
5. There may be no more than one flower sale per marking period, plus an additional one for St.Valentine's Day.
6. Outside organizations will not be allowed to hold fundraisers in the school during the school day.
7. All items and procedures used for fund raisers must be approved the Principal or his/her designee.
8. The adviser for any fundraiser must submit a report (Form B) to **Sharon Karkut** in the Main Office within five (5) days of the end of the activity detailing the financial aspects of the campaign. Failure to do so may result in denial of future fundraisers.

TORRINGTON HIGH SCHOOL FUND RAISER APPROVAL FORM
(FORM A)

Name of Person Making Request: _____

Organization: _____

Dates of Fundraiser: _____ to _____
Beginning Date Ending Date

Due Date for Financial Report to **Sharon Karkut** _____
(within five (5) days of end of fundraiser) Date

Description of Fundraiser: _____

I am aware of the Fundraising Policy and Procedures as documented in the faculty handbook and I am in compliance.

Signature of Person Making Request Date

Fundraiser time and date has been cleared with the Student Council Advisor and there is no existing conflict with any other activity.

Signature of Student Council Advisor Date

Approval by Principal:

Principal's Signature Date

Once the principal has approved the fundraiser, it is the responsibility of the person who requested the fundraiser to alert the Student Council Advisor of the approval so that the date may be entered on the Student Council school activity calendar.

c: Sharon Karkut

FUNDRAISER PROFIT AND LOSS
(FORM B)

This report must be filed with **Sharon Karkut** in the Main Office within five (5) school days of the fundraising activity.

Organization _____ Remittance Date _____

A. Items Sold

Total Amount

Description

1. _____	\$ _____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

A. Total Dollars Received: \$ _____

B. Expenses

B. Vendor Charges for Items Purchased: _____

C. Other Expenses

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

C. Total Other Expenses: _____

D. Total Expenses (B + C) \$ _____

E. Profit/(Loss) (A - D) \$ _____

Date: _____

Advisor: _____