

# Lee County Board of Education Request to Raise Funds

*All fundraising activities must adhere to school and district procedures.*

1. Each activity must be approved in advance by the Lee County Board of Education (LCBOE).
2. Raffles must be approved by the Lee County Sheriff's Office before submission.
3. The activity must not require students or teachers to miss instructional time.
4. Each request must be submitted to the principal at least one week prior to the LCBOE meeting at which it is to be presented.
5. The Principal will provide a recommendation on each request and forward it to the Superintendent by noon on the Wednesday before the next LCBOE meeting.

School \_\_\_\_\_ Organization \_\_\_\_\_

Activity Name \_\_\_\_\_ Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Why are funds needed? \_\_\_\_\_

If the sale of products are involved, where will they be purchased? \_\_\_\_\_

Please check the box if this request is to become an annual fundraiser after this year.

<i>Describe how funds will be collected, receipted, safeguarded, deposited, accounted for and delivered.</i>

*I request permission to begin the fundraising activity described above. If approved, I will see that it is conducted in compliance with school and district procedures.*

Teacher/Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**I recommend approval of the above request and if approved will provide overall supervision of the activity.**

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**This fundraising request approved by the Lee County Board of Education on (Date): \_\_\_\_\_**

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_