

Covington Community School Corporation

2021-2022 Fundraising Plan Application

Covington Community Schools has established an Annual Fundraising Plan Application. Any club, team or organization associated with the school must submit an application for approval prior to the beginning of any fundraising activities.

The application must include all proposed fundraising activities for the club, team or organization for the school year. Please list each activity/event on a separate request form.

All forms must be signed by the appropriate sponsor, athletic director or direct supervisor.

Application Checklist

1. Complete and sign this document.
2. Attach one request form per proposed event.
3. Complete and submit Financial Report Form within one week of the conclusion of the event/activity.

Name of Organization _____

Name of Sponsor / Responsible Party _____

Contact Information:

Phone: _____ Email address _____

Number of events requested _____

Sponsor Signature

Date

Please keep a copy of this application for your records

CCSC Fundraiser Request Form

Complete and return this form with your Fundraising Plan Application

Name of Organization: _____

Number of Students Participating: _____

Coach/Sponsor: _____

Fundraising Activity

Date of Proposed Event: _____

Alternate Dates: _____

Cost of items/ticket: _____

Anticipated Proceeds: _____

Anticipated Expenses: _____

Purpose of the fundraiser

Where should funds be applied and what is intended use:

Coach/Sponsor Signature: _____

Date _____

DO NOT BEGIN/SCHEDULE FUNDRAISER UNTIL APPROVAL IS GRANTED

APPROVED

DENIED

PENDING

CCSS Fundraiser Financial Report Form

Complete and return this form to the office within one week of the completion of the fundraising activity.

Name of Organization: _____

Coach/Sponsor: _____

Name of Activity/ Event: _____

Dates of Activity: _____

Gross Amount Raised: \$_____

Expenses: \$_____ (Estimate outstanding invoices)

Net Income: \$_____

I understand this form must be submitted within one week of the completion of the activity. Failure to do so may result in denial of future activities.

Coach/Sponsor Signature: _____

Date: _____