



Covington Community School Corporation

Home of the Trojans!

Request for Fundraiser

2023-2024

(7-1-23 to 6-30-24)

Please completely fill out this form and return it to the Treasurer office for approval. If there are any questions that do not apply to your fundraiser, please indicate this with N/A in the blank

1. **Name of Club:** .Act. # [Click here to enter text.](#)
2. **Sponsor Names:**
3. **Activity Description:**
4. **Dates of Activity: Beginning Date:** 9/21/22 **Ending Date:**10/21/22
(Max of 30 days)
5. **Briefly describe how the profit will be used in the future.**
6. **Project explanation (name of product, company, sales rep and method of sales)**
7. **Attach a copy of the Fundraiser Guidelines that will be given to students.**
8. **Will you need the use of school facilities:**
9. **Please give details: Cost of product (per item)**
Amount to be paid to company or percent of sales
Profit per item
Total Expected Profit
10. **Will the company accept returns?**
11. **If not, what will be done with the unsold or unwanted items?**

Principal Approved: Choose an item. **Board Approved:** Yes No (Circle One)

Principal Signature **Sponsor Signature** **Date**

Please note that this form must be completed, approved, signed and forwarded to the superintendent’s office for board approval before the fundraiser can start. The follow-up report must be completed and returned to the ECA Treasurer within 30 days after the fundraising activity was scheduled to be finished. Failure to complete in a timely manner could forfeit any future fund raising for the group sponsor.