

Lake Braddock Fundraising Approval Request

Sponsors - DO NOT advertise or finalize plans for this event until you receive a copy of this form with Principal Approval signature

~ Provide Information in each **BOX** below. Obtain approval from your Subject Administrator and the Activities Director.

~ Per FCPS Reg 1370, submit requests at least 4 weeks prior to event date if activities will take place at an FCPS location.

Date of Request: Sponsored by: ☐ LBSS* Account #:

Club/Org Name: *Name of Staff Member Responsible for Fundraiser:

Club/Org Contact: ☐ School Support Organization (ie, Boosters, PTSA)

Description of Fundraising Activities:

Name of Fundraiser:

Date(s) of Fundraiser:

Location of Fundraiser:

Type: ☐ Sales ☐ Event (ie, Book Fair) ☐ Donations ☐ Door-to-Door ☐ Virtual
☐ Other (specify):

Description:

Student Participation?* ☐ Yes ☐ No During School Day? ☐ Yes ☐ No # of hours:

- Will this be conducted for the majority of the school day: ☐ Yes ☐ No (If Yes, attach RAS approval)

Intended Use of Proceeds:

FOR LBSS-SPONSORED FUNDRAISERS ONLY: Projected Cost of Fundraiser: Fundraising Profit Goal:

* Per FCPS Reg 1370, LBSS-sponsored fundraising activities "that involve student participation are required to have a staff member from FCPS as a sponsor." This sponsor is "responsible for controlling and directing all aspects of the activity and may not delegate this responsibility to a school support organization or other non-FCPS individual or entity." Further, "students shall not handle funds without direct supervision from the activity sponsor or other adult volunteer designated by the activity sponsor." **I certify that profits will be distributed evenly across the program, and not attributed to individual participants.**

*Please initial indicating you have read this section.

Subject Administrator Approval: Date Approved

Activities Director Approval: Date Approved

Principal Approval: Date Approved

Contract to be signed: ☐ Yes ☐ No Purchase Orders:

Vendor Name:

Date Signed:

<< For Finance Office Use Only >>

Purchase Orders Closed ☐ Total Collected:

Less: Total Spent:

Total Profit: