



WILLIAMSBURG-JAMES CITY COUNTY PUBLIC SCHOOLS

APPROVAL of SCHOOL FUNDRAISER

- STEP 1:** School representative completes Part A (get signature from organization's representative that is helping raise funds).
- STEP 2:** Submit form to Student Council President (or representative) for approval.
- STEP 3:** Submit to Principal and School Treasurer for approvals.
- STEP 4:** Send copy (with approvals) to Dodie Lowman at Central Office: lowmand@wjcc.k12.va.us
- STEP 5:** Treasurer completes Part C at end of fundraiser.
- STEP 6:** Completed copy sent to Dodie Lowman at Central Office.

PART A: To be completed by School Representative	
NAME of SCHOOL	
Partner Organization	Partner Representative's Signature
Activity/Fundraiser Description	
Specific Purpose of Fundraiser	
Begin Date	End Date
Estimated Cost <small>(Itemize expenses of cost per article sold)</small>	Estimated Sale Price <small>(If dance, play, etc., list admission cost)</small>
Estimated Benefit to School	
Preparer's Name	Preparer's Signature

PART B: Approvals	
SCA President or Representative	Date
Principal	Date
School Treasurer	Date
NOTE: Fundraiser is not approved until signed by all parties listed above.	

PART C: Profit/Loss Statement					
<i>To be completed by Sponsor at the end of the fundraiser and resubmitted to Treasurer for audit purposes.</i>					
Revenue	\$	Expenses	\$	Total: Profit (+) or Loss (-)	\$