



WEST SHORE SCHOOL DISTRICT
Fundraising Request Form

Please Note: Approval for request must be received prior to the start of the fundraising activity.

School Organization

Contact Name Daytime Phone Number

Proposed activity or item(s) to be sold (attach relevant brochures, handouts, etc. related to the fundraiser):

Timeline of Event: Dates to Collect Orders:

Delivery Date to School: Delivery Date to Purchaser:

Monetary Goal: \$ Profit Margin: \$

Clearly state how you will document and acknowledge receipt of monies from students:

Briefly outline how funds generated from this activity will be used:

If taxable items are being sold, the organization listed is responsible for the collection/remittance of sales tax.

Pennsylvania sales tax identification number (if remitting tax to PA):

Information below to be completed by individual requesting approval.

Sales tax on taxable items will be paid directly to the vendor for taxable items to be sold. [] Yes [] No [] N/A

Does the fundraiser comply with Student Wellness Policy #246? [] Yes [] No [] N/A

Does the fundraiser comply with Student Fundraising Policy #229? [] Yes [] No

Does the fundraiser have student involvement? [] Yes [] No

Will the fundraiser benefit a District student group? If yes, group name [] Yes [] No

Does the fundraiser utilize District property (ie. cafeteria, gym, athletic fields, etc.)? [] Yes [] No

If yes, location Was the facility use approved? [] Yes [] No

As a reminder, facility requests must be made and approved prior to use of District spaces. Visit the West Shore School District website at https://www.wssd.k12.pa.us/FacilityRequestForms.aspx for details.

Additional information for consideration:

Signature Date

OFFICE USE ONLY

[] Approved [] Disapproved

Principal's Signature

Date