

FUNDRAISER REQUEST FORM

Contact Person: _____ Phone: _____
(Faculty Advisor, Committee Chairperson, or Designated Parent)

Type of fundraiser: Event Item Product incentives Sales
If event, an Activity Planning Sheet must be completed and attached to this form

Time period for selling items _____ to _____ or All Year

Item Selling	Your Cost (each)	Sales Price (each)	Profit (each)
	\$ _____	\$ _____	\$ _____

Product Incentive Description: _____ \$ _____
Lettering and pictures must be Official Tupelo Christian Preparatory School Logo and attached for final approval. Attach other pictures or information available on items for sale.

Plan for selling items (who, where, when, how):

Description for web calendar (include where the money will be spent)?

Profit Goal for event/sale: \$ _____

REMEMBER AN ACCURATE INCOME/EXPENSE RECORD OF ALL EVENTS/SALES AND A COMPLETED DEPOSIT FORM MUST BE ATTACHED TO THE FOLLOW-UP SHEET AND TURNED IN TO THE BUSINESS OFFICE WITH ALL MONEY RECEIVED FROM YOUR FUNDRAISER.

IN ORDER TO ACCURATELY KEEP RECORDS AND PROTECT THOSE INVOLVED IN TCPS FUNDRAISING EVENTS/SALES ALL MONEY MUST BE TURNED IN TO THE SCHOOL. NO TCPS FUNDRAISER MONEY SHOULD BE DEPOSITED INTO A PERSONAL ACCOUNT.

The following signatures are required for approval:

Contact Person: _____

Fundraising Coordinator: _____

Headmaster: _____