

(A) Extraclassroom Fundraising Approval Form
(B) Profit and Loss Statement

(A) Today's Date : _____

Complete one form for each activity your class/club/organization is planning.

Class/Club/Organization: _____

The above is requesting permission to conduct the following activity in compliance with the extraclassroom activity procedures, regulations and policies of Onondaga-Cortland-Madison BOCES. All receipts and disbursements of funds will be made in accordance with Onondaga-Cortland-Madison BOCES procedures, regulations, and policies.

ACTIVITY PLANNED: _____

Indicate one: _____ FUND RAISING EVENT _____ SERVICE PROJECT _____ OTHER

		Projected (prior)	Actual (after)
(B) Revenues (Income)		\$ _____	\$ _____
		\$ _____	\$ _____
Expenses (Costs)		\$ _____	\$ _____
		\$ _____	\$ _____
PROFIT (Receipts minus Expenses)		\$ _____	\$ _____

Request original from Central Treasurer

The student officers of the above names Class/Club/Organization understand the above activity and assume responsibility for its fiscal conduct.

Faculty Advisor: _____
 (Signature)

Date: _____

Student Treasurer: _____
 (Signature)

Date: _____

_____ Approved _____ Denied

Assistant Superintendent: _____
 (Signature)

Date: _____

COMPLETE ACTUALS AT CLOSE OF FUNDRAISER AND RETURN THE YELLOW AND PINK COPY TO THE ASSISTANT SUPERINTENDENT

FORM COMPLETION:

- 1 Prior to Beginning Sales - Complete Section A and B (projected column only)
- 2 Submit ALL three copies to Assistant Superintendent
- 3 Yellow & Pink copies will be returned to you with approval
- 4 Close of Fund-Raiser - Complete Part B (Actual)
- 5 Submit Yellow copy to Assistant Superintendent by designated date
- 6 Retain Pink copy for your records