



SEHOME HIGH SCHOOL PTSA FUNDRAISING PROPOSAL FORM

This form must be completed and submitted to the PTSA board for approval. Approval must be received PRIOR to the fund raiser occurring.

Date submitted: _____ Committee: _____

Title of Fundraising Activity: _____

Anticipated Start Date: _____ Anticipated End Date: _____

Participants: # of Students _____ #of Parents _____

Describe briefly the fundraising activity. Include where it will be conducted, who will be participating, what will be sold, and any other pertinent information. Fliers or other information may be attached.

Submitted by committee chairperson signature: _____

Telephone: _____ E-mail: _____

List proposed fundraising budget: (attach budget if extensive)

<u>Income</u>	<u>Expenses</u>	<u>Expected balance</u>

Place completed form in the SHS-PTSA mailbox located in the school office.

If you have questions on how to complete this form contact the SHS PTSA treasurer. See the SHS PTSA webpage on the SHS web site for contact information.

Do not sign any fundraising vendor contracts.

All contracts must be approved and signed by a PTSA officer.

Sehome athletic director _____ Date: _____

PTSA officer _____ Date: _____

Date Approved and recorded in the minutes by PTSA Board: _____