



Pleasantville Public Schools



Home of the Greyhounds

FUNDRAISER REQUEST FORM PROCEDURES

The following procedures are to ensure requests are processed in a timely manner.

1. All Pleasantville Board of Education Curriculum and Instruction items must be submitted thirty (30) days prior to event.

NOTE: All forms must be submitted with original signatures.

2. All fundraising forms must be filled out completely.
 - a. Organization/Club/Group raising the funds must be identified
 - b. Specific time-line for the activity must be designated
 - c. Activity description must be clear and concise
 - d. How much the students or staff will pay to participate in the activity
 - e. The purpose of the event must be student related.
3. All fundraising revenue generated by the activity must be clearly defined on the form.
 - a. The appropriate account name/organization must be designated
 - b. The appropriate account number annotated

NOTE: All fundraising revenue must be applied to a specific account number.

4. All supportive documentation must be attached
5. All District Fundraising Forms will be submitted to Curriculum Committee for review prior to submission for the PBOE approval.
6. Upon BOE approval, the business office will send all administrators an email indicating the agenda items approved. The administrators are to notify staff once approval is received.

Note: *These parameters are needed to bring the district in compliance with NJSBA A5 School Accountability Act.*