



BALDWIN-WHITEHALL SCHOOL DISTRICT

Fund-Raising Activity Application

(For reference see Procedure V-6)

Name of Organization: _____ Number of Student Participants _____

Sponsor: _____ Date of Request _____

Vendor Name: _____

Vendor Address: _____

Purpose of Fund-Raiser: _____

Describe the product, service/project, or activity. (Attach brochure or other appropriate information.)

Delivery Date: _____ Fund-Raising Dates _____ to _____

Generally describe what you propose to do and how students will be involved.

Identify the target group(s) or market that will be approached to purchase, participate or donate.

Budget Outline: Anticipated Costs: \$ _____

Anticipated Revenue: \$ _____ Profit: \$ _____

Are you required to sign a contract? Yes* No

Is Pennsylvania Sales and Use Tax required to be paid? Yes** No

Table with 4 columns: Approved, Rejected, Signature, Date. Rows for Sponsor and/or Coach, Principal, Superintendent.

* If yes, review the Terms of the Contract to protect yourself from financial responsibility.
** Since this involves the resale of taxable personal property, you will be required to collect and remit Pennsylvania Sales and Use Tax. You must immediately contact the Business Manager at 412-885-7575.

Distribution: Original - Adm. Pink - Bldg. Principal Yellow - Business Mgr. Gold - Public Relations