

FUND-RAISER / DONATION FORM  
*East Rutherford Public Schools*

School: \_\_\_\_\_

SPECIAL NOTE: Board of Education policy strictly prohibits the use of incentive programs or door-to-door sales by students or staff for any fund-raiser/donation.

Person in Charge of Event: \_\_\_\_\_

1. Name of Event: \_\_\_\_\_

2. Date of Event Collection: \_\_\_\_\_

3. Brief description of Event: \_\_\_\_\_

4. Include all communications sent for the Fund-Raiser/Donation collection.

5. Funds must be deposited into Non-School Organization Account (**attach copy of check from the account**)

Cash \$ \_\_\_\_\_ Check \$ \_\_\_\_\_

Total Amount of Collection: \$ \_\_\_\_\_

Donation Submitted to: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Approval Signature: \_\_\_\_\_

Superintendent's Approval Signature: \_\_\_\_\_

**KEEP FOR YOUR RECORDS**