

BARBOUR COUNTY BOARD OF EDUCATION  
45 School Street  
Philippi, WV 26416  
(304) 457-3030

Fundraiser # \_\_\_\_\_

Please submit this form via email  
to htabott@k12.wv.us

**Request for Fund Raising Activity**

1. School: \_\_\_\_\_

2. Group Requesting Activity: \_\_\_\_\_

Annual Budget Amount: \$ \_\_\_\_\_

Approval Date of Annual Budget by Board of Education: \_\_\_\_\_

3. Date(s) of Activity: \_\_\_\_\_

4. Location of Activity: \_\_\_\_\_

5. Description of Activity: \_\_\_\_\_

6. Projected Revenue to be Raised:\$ \_\_\_\_\_

A. If commercial fund raiser, what percent does your group  
receive? \$ 0.0%

7. Reason for Fund Raising Activity: \_\_\_\_\_

8. Educational Value to Students: \_\_\_\_\_

SPONSOR'S SIGNATURE\*\*\*

ADDRESS

PHONE

DATE

COMMENTS \_\_\_\_\_

PRINCIPAL'S SIGNATURE \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE \_\_\_\_\_

COMMENTS \_\_\_\_\_

\*\*\* - The signing Sponsor is responsible for ensuring that all items for sale and funds are appropriately safeguarded. In addition, all collected funds are to be deposited in a timely manner and all documentation prepared and maintained in accordance with the Accounting Procedures Manual for The Public Schools in the State of West Virginia.

\*\*\*\*\* BOARD ACTION \*\*\*\*\*

( ) Approved

( ) Disapproved

Date \_\_\_\_\_

Profit and loss completed? \_\_\_\_\_

This request is to be submitted to the Superintendent of Schools.  
No Fundraiser may begin without first being approved by the Board.  
ALL fundraisers are subject to audit.