

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

**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? \$ \_\_\_\_\_
7. Reason for Fund Raising Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Educational Value to Students: \_\_\_\_\_  
\_\_\_\_\_

SPONSOR'S SIGNATURE\*\*\* \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

COMMENTS \_\_\_\_\_

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

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

COMMENTS \_\_\_\_\_

\*\*\* - The signing Sponsor is responsible fo rensuring 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 \_\_\_\_\_

**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.**