PINELLAS COUNTY SCHOOLS
REQUEST FOR ACTIVITY

School Name

(Organization Name/Account Number) (Type of Activity)

(Sponsor/Teacher) (Beginning/End Date)

Intended Use of Proceeds (Be specific and describe in detail. Ensure expenditures are in compliance with State guidelines and School Board policy).


Signature of Sponsor/Teacher

Date of Request

If money is to be collected for this activity, please see the bookkeeper for proper instructions for the collection of funds and any financial reports that may be required. All funds collected outside of the business office must be recorded on an official Pinellas County Receipt form and the money turned into the Bookkeeper by the next business day.

ACTION TAKEN ON THIS REQUEST

Approved_________________ Disapproved_________________

Signature of Principal or Designee

Date of Approval/Disapproval

Instructions

All activities of the school must have prior written approval of the principal or administrative designee. The purpose of this form is to provide a generic form if the school does not have a prepared form. A customized form of the school must include the information on this form.

If funds are being raised, it is imperative to clearly and specifically state the purpose of the fundraiser and how the proceeds of the fundraiser will be used. This intent must also be clearly communicated to all donors in writing, example: flyer, advertisement, posters, newsletter. The sponsor/teacher must complete the request and the principal/administrative designee must approve the activity as well as fill in the date when signing the form. Verify that the form is complete with the required signatures and dates prior to the commencement of the activity.