



RITCHIE COUNTY SCHOOLS REQUEST FOR FUND RAISING ACTIVITIES

School: _____ Date Request Received: _____

Group Requesting Activity: _____

Date(s) of Activities: _____

Location of Activities: _____

Description of Activities:

Projected/Estimated Revenue to be Raised: \$ _____

Reason for the Fund Raising Activity:

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.*

Sponsor's* Signature: _____

Address: _____

Phone: _____

Email: _____

Principal's Signature: _____ Date: _____

Superintendent: _____ Date: _____

Approved

Not Approved

Ritchie County Schools
134 South Penn Avenue
Harrisville, WV 26362
(304) 643-2991