

# ATLANTA PUBLIC SCHOOLS FUND-RAISING PROPOSAL/PERMISSION FORM

**NOTE:** There shall be no fund-raising drives and/or activities in the school in any form except as approved by the local principal and the Executive Director, in accordance with rules and regulations of the Atlanta Board of Education. There must be prior approval before the implementation date of the fund-raising activity. Financial accounting is required and must be reported to the principal and the Executive Director following the activity. *Fund-raising activity must not be conducted during school hours or lunch!*

SCHOOL				PRINCIPAL			
TEACHER OR SPONSOR							
1	Type of Fund-Raising Activity						
2a	Beginning Date of Activity						
2b	Ending Date of Activity						
3a	Gross Revenue Anticipated		\$				
3b	Less Anticipated Expenses		\$				
3c	Anticipated Profit		\$				
FUNDS WILL BE DEPOSITED IN							
4a	Miscellaneous Account Number						
4b	PTA Bank Account		Name of Bank				
			Name of Account				
			Account Number				
PERSON(S) RESPONSIBLE FOR HANDLING ALL FUNDS: COLLECTING, COUNTING, DEPOSITING							
5a				5c			
5b				5d			

Approved: \_\_\_\_\_ / \_\_\_\_\_  
**Principal**
**Date**

Approved: \_\_\_\_\_ / \_\_\_\_\_  
**Executive Director**
**Date**

