

**MT. VERNON COMMUNITY SCHOOL CORPORATION**  
**Fundraiser Request Procedures and Application Form**

1. I understand all fundraisers must be approved by the MVCSC School Board prior to the start date. Yes
2. I understand the Fundraising Request Form must be filled out completely. Yes
3. I understand the Fundraising Request Form will not be submitted for School Board approval until the teacher/sponsor/coach has met with Treasurer to review accounting and deposit procedures. Yes
4. I understand the completed forms must be submitted to the designated building administrator for approval. Yes
5. I understand fundraisers can last no longer than two weeks unless approved by the administration (maximum is 30 days with administrator approval). See additional information about MVHS Money Guidelines. Yes
6. I understand every attempt will be made to avoid overlapping, similar fundraiser activities. Yes
7. I understand fundraiser proceeds must be deposited into a school account immediately upon receipt. (Do not keep all the funds waiting for all the payments to come in. Funds should be deposited within 24 hours of receipt). Yes
8. I understand the Fundraiser Revenue Received Form must be turned in with all deposits. Yes
9. I understand all profits from fundraisers must be spent on students by the end of the current school year. Yes
10. I understand the teacher/sponsor/coach running the fundraiser must provide written documentation from the fundraising company describing the number of items purchased and the total cost that must be paid by the school group to the fundraising company. Yes
11. I understand the person requesting the fundraiser is responsible in the event of a shortage of funds. Yes
12. I understand failure to follow all guidelines may result in the denial of future fundraising activities for the sponsor. Yes
13. I understand if the purpose of the project is to raise money or goods for a non-school group or charity, the sponsor or officers must make a presentation to the School Board before approval can be granted. Yes

School Where Fundraiser is Requested: Mt. Vernon High School

Class/Club/Sport: Boys and Girls Tennis

Name of Teacher/Sponsor/Coach: Gabe Muterspaugh

Purpose of Raising Funds: To build a Tennis house for all equipment and for players to store their personal belongings. Also, An outdoor covered tennis pavilion for dinners, gatherings not just for tennis but community.

Briefly describe your fundraiser (product/activity): Go Fund me through Mr. Ecker at BSN Sports.

What you are Selling/Activity Description (Name of product, company, sales representative and method of sales): Donations only

Duration of Fundraising Activity: 30 days roughly July 15-AUG 15

Beginning Date: 7/15/2019 Ending Date: 8/15/2019

Will you need use of school facilities? No

If yes, list the date and time:

If yes, list the facilities needed:

Details about the Fundraiser: Cost of product (per item): 15000. and 10000

Amount to be paid to the company or % of sales: ALL OF it

Profit per item: 0

Estimated total gross sales: 25000

Estimated total cost of items: 25000

Estimated net profit: 0

Will the company accept returns? N/A

If not, what will be done with the unsold or unwanted items:

N/A...if we don't use it all we will use for us trying to get a middle school program since we are only school in Hancock, Marion, and surrounding counties that don't have a program.

Please give any additional information that might be relevant: This is our 1st fund raiser in my 24 years as coach. With getting the new courts, we have been instructed by the Athletic department we are responsible for this undertaking. We are up to the challenge and have a vision of excellence that will tie in with the new courts.

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

**Meeting Verification:**

\_\_\_\_\_  
Signature of Building Treasurer

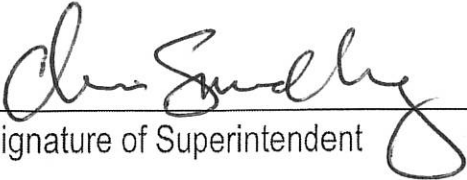
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Date

**Approved by:**

B. Sharp  
Signature of Building Administrator

July 2019  
Date

- Have discussed with Brandon Ecker, Casey Dodd, +  
Derek Shelton. They are in favor of approving

  
Signature of Superintendent

7/8/2019  
Date of Board Approval