

**APPROVAL REQUEST FOR
FUNDRAISING, PRODUCT SALES OR SERVICE PROJECT
Spartanburg Christian Academy**

Instructions: Submit this request to the Principal or Athletic Director at least two weeks prior to event. Approval/denial will be communicated once reviewed and must be granted before beginning project.

Date: _____ Group/Team: _____

Staff/Coach Contact: _____ Phone: _____

Description: _____

Date(s) of sale/collection or project: _____ Time(s): _____

Fundraising or Product Sales Information

What is being sold? _____ Who is target group for sales? _____

How are sales promoted? _____

How is product sold or monies collected (pre-order form, on-site, etc.)? _____

What is the price of the product? _____

Who receives sales proceeds? Or what account do proceeds go to? _____

How will the product be distributed? _____

If proceeds benefit a specific Ministry Organization, please complete information below for Ministry or Service Project Information. Also, please complete a Check Request form if proceeds need to be dispersed by check for payment.

Ministry or Service Project Information

Targeted Ministry Name: _____

Address: _____

Ministry Contact: _____ Phone: _____

What is the service provided? _____

Does anyone in your group/team have a personal connection with this ministry, and if so explain: _____

Reason for choosing this ministry/project: _____

If money or items are collected, please complete the following information.

Who are money/items collected from? _____

How are monies/items collected? _____

How is project promoted? _____

NOTES:

- Complete an SCA Calendar Request if necessary for facility use, storage of items or transportation.
- Collection and storage of any items collected are the sponsor/groups' responsibility.
- All monies collected must be kept in the SCA financial office.
- Checks must be made payable to SCA.
- All monies must be tallied and turned in to the SCA financial office for deposit.
- A Check Request form must be submitted to the SCA financial office for dispersal of charity gifts.
- Use of personal credit card or giving cash monies is not permitted for charity gifts.

OFFICE USE ONLY:

____ PRINCIPAL APPROVAL
(Checked Master Calendar)

Route to Julie Arp:

____ ADMIN APPROVAL

Route to Janet Painter:

____ FINANCIAL OFC APPROVAL

Route to Wendy Bowen:

____ ADDED TO SCA CALENDAR