

South Panola School District

Request for School Sales Project Form

TO: ALL FACULTY

FROM: SCHOOL DISTRICT SUPERINTENDENT

SUBJECT: SCHOOL SALES PROJECTS

The sponsor of any school group proposing to conduct a sales project shall submit this request to the superintendent at least one week in advance of the project. NO school related sales activity will be exempt from this requirement. No door to door sales will be allowed.

NAME OF CLUB OR ORGANIZATION

SPONSORS NAME

ITEMS TO BE SOLD

SALES TO BE DEPOSITED INTO WHAT ACCOUNT

NAME OF COMPANY

DATE ITEMS WILL BE SOLD

COST OF EACH ITEM

AMOUNT OF PROFIT PER ITEM

WHAT WILL PROCEEDS BE USED FOR?

HOW WILL THIS HELP IN THE OVER-ALL EDUCATION OF THE STUDENTS?

SIGNED - ORGANIZATION SPONSOR- DATE

PRINCIPAL

DATE

SUPERINTENDENT- DATE

APPROVED

NOT APPROVED

NOTE: Should there be any discrepancies in the amount of money that should be collected and the amount of money that was receipted into the club account, the sponsor will be expected to explain the discrepancy.

AMOUNT OF MONEY RECEIPTED

AMOUNT OF INVOICES

AMOUNT OF PROFIT

This section is to be completed by each school bookkeeper and submitted to the superintendent after completion of the sales project.

Any further sales that a club or organization may have will be determined by the access of the previous project.