



Fundraiser Application Form

Date: _____

Event Coordinator: _____

Fundraiser / Event Date: _____

Fundraiser: _____

Fee to be charged to SMART Tuition:

Per Child: _____

Per Family: _____

Date Excel Spreadsheet (child/family name list)

Will be provided to the Business Office: _____

Month Fee will be charged to SMART Tuition: _____

Date Coordinator Notified Family: _____

*** SPECIAL INSTRUCTIONS REVERSE SIDE ***

Business Office Use Only:

Date Business Office received Excel Spreadsheet: _____

Date BO Posted to SMART _____ Date BO Posted to QB _____

*** SPECIAL INSTRUCTIONS ***

Fundraiser Application Form

Please be advised that the completed Fundraiser Application Form and Budget must be submitted to the Business Office one month in advance of the fundraiser/event date.

The Business Office will return the form with the month SMART Tuition accounts will be charged to each family. It is the responsibility of the Event Coordinator to notify the families with this information (note: please cc: the Business Office on the notification email). The timeline is very important to prevent a late fee accruing on the family's SMART Tuition account.

Fundraiser Application Forms and Budget may be submitted at anytime throughout the school year with an end date of March 1st for the final billing of April 15th. All forms **must** be finalized and returned back to the Business Office by the March 1st deadline to insure proper billing on **SMART Tuition**. Please be mindful that the Business Office would like applications to be processed in a timely manner.

Any fundraiser/events that come in after the March 1st deadline will be CASH ONLY! The collection of cash will be the responsibility of the event coordinator.

Any questions please call the Business Office at 203-248-5513.

Thank you for your cooperation and understanding.