

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
PROJECT APPROVAL FORM**

This form must be completed and submitted to the Administration at least two weeks prior to the start of the project. The original form is submitted to the Bookkeeper to maintain for audit.

1. Today's Date: _____

2. Requesting Organization: _____

3. Sponsor's Name: _____

4. Brief Description of Project and Purpose (e.g., money for travel to state competition, Prom, etc.):

5. Do you have additional information you would like to be included in the school calendar to highlight your sale (i.e., prices, colors, selections, clip art, pictures, etc.)? Check here if you are attaching or sending any pictures or clip art to be included on the calendar. _____

6. Dates Requested: 1st Choice: Start Date _____ End Date _____
 2nd Choice: Start Date _____ End Date _____
 3rd Choice: Start Date _____ End Date _____

Circle the date(s) that were approved

Date Financial Report (if required) is due: *(Based on ending date of sale plus ten school days)* _____

7. Will the Project or Sale take place on or off campus? _____ On _____ Off
Specify Location: _____

8. Type of Project: *(Check one)*
Community Service _____ School Service _____ Faculty Activities _____ School Spirit _____
Citizenship Development _____ Fundraising _____ Membership Motivation _____ Other _____

9. Does this class/club or department have any Financial Reports that are outstanding? _____ Yes _____ No

Please list the Financial Reports that have not been submitted:

Log No.	Name	Log No.	Name

Bookkeeper's Signature/Date: _____

After the completion of the above information, this Project Approval Form is to be submitted as directed by the Principal for the necessary approvals. Sign below as indicated

Class/Club/Department Representative: _____

Teacher/Sponsor: _____

Administrative Approval: _____