

STUDENT FUND-RAISING ACTIVITIES FUND RAISING APPROVAL REQUEST



ENGAGE - CHALLENGE - INSPIRE

School Site: _____ Date: _____

Organization or Club: _____ Account No.: _____

Sponsor (Faculty or Administrator): _____

Project Type: Sales to student On Campus Off Campus
Sales to others: _____
Direct solicitation (contributions)
Activity – to make money
Activity – Other: _____

Purpose of fundraiser:

Describe item or merchandise to be sold:

Quantity: _____

Who will sell merchandise: _____ Cost: _____

Describe activity fully (how it works):

Location of activity: _____

Date and time of activity: _____

Student time required: _____

Student work/activity required: _____

Teacher time required: _____

Teacher work/activity required: _____

Merchandise supplier: _____

Who will be responsible for merchandise: _____

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A cash Collection Report/Deposit Inventory Log is required for all Fund-Raising Approval Requests that sell items such as concession sales, bake sales, candy sales, t-shirt sales, school dances, yearbooks, gate receipts for sporting events and any other type of sales not mentioned above.

Pre-numbered tickets or pre-numbered cash receipts are to be used when selling tickets for sporting events, yearbooks, school dances, school plays, dance recitals and any other types of sales not mentioned above must be recorded on a Cash Collection Report/Deposit Inventory Log.

In case of concession sales, bake sales, candy sales, t-shirt sales, etc. an Inventory Log should be completed to keep track of sales and attached to the Cash Collection Report.

This is a required process. There are no exceptions.

(When completing this form, be sure to complete all areas before turning in your request. Any areas left incomplete will be returned to you for completion. Make sure that all signature areas have been signed.)

Other information:

NOTE: NO SCHOOL TIME (INSTRUCTIONAL OR NON-INSTRUCTIONAL) MAY BE USED FOR FUNDRAISING ACTIVITIES.

APPROVALS NEEDED:

Student Club Officer: _____ Date: _____

Club Sponsor: _____ Date: _____

Student Council: _____ Date: _____

Principal: _____ Date: _____

Superintendent: _____ Date: _____

****FOR DISTRICT USE ONLY****

GOVERNING BOARD APPROVED: _____ NOT APPROVED: _____ MEETING DATE: _____

BUSINESS OFFICE DATE RECEIVED: _____ SIGNATURE: _____