

FUNDRAISING REQUEST

School _____

Date _____

Club/Organization _____

Sponsor/Monitor _____

Describe fundraising proposal (specifically include student role, if any, in proposed fundraising activity):

Vendor(s) (if applicable): _____

of previous fundraisers by this organization this year: _____

Planned date of fundraiser: Beginning: _____ Ending: _____

Intended use of funds, other than general club/organization use (must be for a specific purpose): _____

Describe the documentation for the collection of funds that will accompany each deposit for this fundraiser (receipts, report of ticket sales, concessions money count form, etc.).

As a reminder, deposits are to match supporting documentation and documentation should be attached to the deposit slips for the annual audit (receipts, report of ticket sales, concessions money count form, etc.). List the individual names of persons responsible for overseeing this procedure for the group below.

If applicable, written consent will be obtained from the parent/guardian prior to the fundraiser beginning.

Yes _____ Not Applicable _____

Percent of Profit: School _____ % Vendor _____ %

I understand that fundraising may not infringe on instructional time. It is further understood that no fundraising activities are to be announced or held until the principal and sponsor have received approval of this form. A minimum of 2 weeks processing time should be allowed.

Signature of Sponsor/Monitor

Date

Application is:

☐ Approved

☐ Denied

Principal

Date

☐ Approved

☐ Denied

Director of Finance

Date

☐ Approved

☐ Denied

Superintendent/Designee

Date

ADDENDUM TO FUND RAISING REQUEST

Consistent with School Board Policy and Regulation, fundraising must comply with the following:

- 1) The strict financial procedures governing procurement, disbursement, and oversight of funds used by the schools shall apply to support groups. Special attention must be given to receipt of funds and timely deposit of funds.
- 2) The treasurer of the support group must attend, at least annually, a seminar conducted by the school division's director of finance.
- 3) A written financial report must be included in the minutes of the support group.
- 4) The audited financial records and meeting minutes shall be retained at the school, or in a central file location, for a period of ten years.
- 5) All fundraising must be approved in advance by filing the request with the superintendent and must be accompanied by a copy of this memo signed by the treasurer and principal. Failure to do so will result in the withdrawal of the group's affiliation with the school and school division. Any funds in the group's treasury should then be placed in the school's general account.
- 6) All proceeds from fundraisers should be deposited into the bank account and expenses paid by check. **NO CASH PROCEEDS FROM FUNDRAISERS SHOULD BE USED TO PURCHASE ADDITIONAL ITEMS.**