FUND RAISING REQUEST

School_____ Date_____

Club/Organization_____

Sponsor/Monitor_____

Describe fund raising proposal (specifically include student role, if any, in proposed fund raising activity):_____

_____

_____

Vendor(s) (if applicable):_____

Previous Fund Raising by this Organization This Year:_____

Planned date of fund raiser: Beginning: _____ Ending: _____

Intended use of funds, other than general club/organization use:_____

_____

_____

Percent of Profit: School _____% Vendor _____%

I understand that fund raising 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 _____ _____
Chief Financial Officer Date

☐ Approved ☐ Denied _____ _____
Superintendent/Designee Date

Revised 7/1/2012

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.