

# CRANDALL ISD FUNDRAISING CHECKLIST



- ACKNOWLEDGMENTS/PROCEDURES
  
- APPROVAL OF FUNDRAISER
  - CTE/ATHLETIC/FINE ARTS DIRECTOR
  - PRINCIPAL
  - CHIEF OF STAFF
  - CFO
  
- RAISE FUNDS
  
- REQUISITION FOR ANY PLANNED DISBURSEMENTS
  
- DEPOSIT PROCEEDS
  
- CHECKS
  
- FUNDRAISER OPERATING REPORT