

Fundraising Guidelines

1. Fundraiser Request Form must be submitted at least 30 days before the date of the fundraiser.
 - Example: If you want to have a fundraiser on November 1st. You must submit your request by October 1st. You will be notified by email that your fundraiser was either approved or denied.
2. **NO FUNDRAISERS ALLOWED DURING THE MONTH OF MAY AND JUNE.**
3. If your fundraiser involves playing a game of some sort, please attach a separate sheet that explains the game.
4. If your Fundraiser is for a charitable donation, please include the following information in your minutes when you are ready for a check to be sent.
 - Charity Name
 - Charity Address
 - Dollar Amount
5. Please have club advisor sign request.
6. Please submit a final invoice for the amount to be sent to charity.
7. **DO NOT TAKE MONEY HOME.**
8. **DO NOT STORE IN UNLOCKED CLASS ROOM.**



Mercer Island High School
Fundraising Activity Form

Applicant Information

Sport/Club Name:		Contact Name:	
Phone #:	Email:		
Club Meeting Dates and Times:			Room #:

Fundraising Info

Fundraising activity:		Number of active students in club:	
Date:	Start time:	End time:	
Fundraiser Location:			
Facility Needs: (tables, chairs,.etc., how many?)			
Cash/Change Needed? (does not apply to booster) How Much?			
Name(s) of Chaperone Present during event:			
Circle Type:	(ASB)	(ASB Charitable)	(Booster Club) (General Club)
Purpose of Fundraiser (i.e. what will the money be used for)			
Expected Sales Amount:			

Signatures - obtained by student

Club Advisor/Coach Signature		Club President/Sport Captain Signature	
Date		Date	
Activities Coordinator Approval Signature		Presented to ASB Cabinet (must be in meeting minutes)	
		<i>Approved:</i>	<i>Not Approved:</i>
Date		Date	
ASB Treasurer Approval Signature		Principal's Approval Signature	
Date		Date	
Facilities Coordinator Approval Signature		ASB Bookkeeper Approval Signature	
Date		Date	

Future Fundraisers

List other fundraisers you will organize, include help from parent group.

Fundraiser	Approx. Date	Projected Earnings	Money Earmarked for

Return to

Valerie Perine, ASB Accountant prior to ordering or scheduling anything! You must receive notice of approval before moving forward from the ASB Cabinet.