

# MT. DIABLO UNIFIED SCHOOL DISTRICT

## ASB Fundraising Authorization Form

(This form must be submitted with the ASB Fundraising Revenue/Expense Statement)

Originators please complete and return to the principal/vice principal thirty (30) days prior to the date of planned activity for approval. Once approved by the site administrator and the food services manager (if food item sold), a copy of your form needs to be sent to the appropriate elementary, middle or high school superintendent one week prior to the event. \*No raffles ~ please see below

1. School Name:
2. Student Group:
3. Purpose of fundraiser:
4. List of all items to be sold:
5. Date sale will take place:
6. Time sale will take place:
7. Location of sale:
8. If sale item is food, who will be responsible for food safety?

I request approval to organize the fundraiser \_\_\_\_\_  
Signature (Club Advisor/Student Officer) Date

Food or Beverage Sale  
Needs site Food Service Manager's Approval \_\_\_\_\_  
Signature (Food Service Manager) Date

All Fundraisers require ASB Activities Director's Approval \_\_\_\_\_  
Signature (ASB Advisor) Date

Comments:



I  approve  disapprove this fundraiser.

By: \_\_\_\_\_  
VP / Principal Name (Please Print) VP / Principal Signature Date

Reason for disapproval:

Distribution: Originator/ Vice Principal/ Treasurer / Office Manager  
Food Service Manager  
Appropriate Elementary, Middle or High School Asst. Superintendent

\* Raffles are prohibited by law under California Penal Code as "games of chance."