

Troy High Club/Team/Group Fundraising Contract

Date submitted

- If you want to sponsor a fundraiser in which you sell food, you must read the attached instructions to make sure your fundraiser meets the Smart Snack requirements. Please follow the instructions and print out your approval and attach it to this form.
- Submit this request and a copy of your *Building Use Permit* (If applicable) to Mr. Hynes two weeks in **advance**. Applicant will receive a copy back upon approval.
- Availability is limited and is on a first come first serve basis.
- In-school sales of candy, etc. should be limited to a two-week period. Bake sales should only run for two days in a row. Each club can have a maximum of one large fundraiser per semester and maximum of one small fundraiser per month.
- During a fundraiser, **substantial amounts** of money should be kept in the school safe until a deposit is made at the conclusion of the fundraiser.
- **ALL** funds collected for **ALL** fundraiser s must be deposited into an activity account. Money cannot be kept out of the deposit and used to pay for miscellaneous expenses - all funds collected must be deposited.
- Fundraising Summary Report below must be filled out upon completion of fundraiser and submitted with your deposit.
- When utilizing signs, please remove all of them at the end of your fundraiser.

Sponsoring Club/Team/Group

Sponsor

Phone/Ext.

Fundraiser Date

Time

Location

Special Needs (tables, chairs, etc.)

Description of Fundraiser (what is being sold and purpose)

Approval

Approved

Not Approved

Signature

Fundraising Summary Report

Sponsor: Please fill out summary below and submit this form with your deposit

Amount of Money taken in

Date of Deposit

Sponsor Signature

For Office Use:

Account #

Sales Tax entry to be made?

No

Yes

Copy of *Fundraising Contract* to Business Office