

# FUNDRAISING APPLICATION

Date \_\_\_\_\_

- Please submit at least two weeks before you plan to start a fundraiser and **DO NOT ORDER ANYTHING** until you have received approval.

Fundraiser is for \_\_\_\_\_ group or class.

Advisor/Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

The fundraiser is scheduled \_\_\_\_\_ to \_\_\_\_\_.

Fundraiser is: (be specific about item sold and price etc)

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We will be using the profit to: (Must be for student benefit or organization expenses)

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- Fundraising cannot duplicate what is already a designated fundraiser which includes:
    - o Concession stand: pizza (not at FB), hotdogs, candy, pop, popcorn, chips
    - o 11th & 12th grade: pizza and frozen food
    - o FFA: fruit sales
    - o Band: Magazine sales
  - Fundraisers cannot disrupt class time or the school day in any way.
  - Fundraisers are limited to school groups and groups which contribute to school.
  - Please see Barb for application form for Special Event License to serve food items.
    - o (Public Health needs to approve)
  - If this is a school activities account fundraiser-See Barb for Money Deposit Forms.
  - **STUDENTS SHOULD NOT ACCEPT CASH (CHECKS ONLY FOR ORDERS)**
  - **ADVISORS AND COACHES ARE TO DEPOSIT MONEY IN VAULT AT SCHOOL DAILY**
    - o **Do Not Keep Money in your desk or at home.**
    - o **Count and record amounts received and from whom received**

**When approved:** give a copy of the vender list (if selling items by students) that includes each student's order and shows how much money they need or has been turned in for there orders to Barb Rouse. There should be no discrepancies.

Athletic Director

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_ Approved  
\_\_\_\_ Not Approved

Principal

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_ Approved  
\_\_\_\_ Not Approved

Superintendent-

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_ Approved  
\_\_\_\_ Not Approved

**COPIES TO:** \_\_\_\_\_ AD

\_\_\_\_\_ HS Secretary

\_\_\_\_\_ KEEP A COPY