

FABENS INDEPENDENT SCHOOL DISTRICT FUND RAISING APPROVAL FORM

Date: _____ School Sponsored? _____ Yes _____ No

Sponsor: _____

Campus/Group/Organization: _____

Description of Activity: _____

Purpose: _____

Beginning Date: _____ Ending Date: _____

One Day Fund Raiser: _____ Yes _____ No Anticipated Profits: _____

Account Name or Number where deposits are to be made: _____

I, _____ have requested permission to conduct a fundraising activity, and I will be responsible for the preparation of the Financial Report and accountable for all the moneys collected during and at the conclusion of the fundraising activity. I will turn in all records to the principal or finance clerk. I have read the Activity Account Guidelines and Procedures and will comply with them.

Sponsor Date

Principal Date

Chief Business Officer Date

APPROVED

NOT APPROVED

Date Received by Central Office: _____

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PROCEDURES:

1. Complete Fund Raising Approval Form, making sure all requested information is filled out. Submit to Central Office for approval.
2. Once approved, a copy of the form will be faxed to the sponsor listed. No activity may be started without prior approval. Any fundraising done without prior approval will result in ALL money being confiscated and deposited into a district account.
3. Make sure deposits are made in a timely manner. We will be checking to see when deposits are made. Be careful how long checks are held, any check returned for insufficient Funds or any other reason will cost the organization the amount of the check plus a \$25.00 reprocessing fee.
4. DO NOT spend any of the cash received. Deposits must be submitted and a Purchase Requisition for a Purchase Order or Check request must be made to spend any money needed.
5. Once your fundraising ends please make sure to let Central Office know to close the fundraiser with your last deposit.

GUIDELINES

- NO Raffles will be approved.
- Make sure if you are selling any food items that they be sold after your last lunch period. No non nutritional foods may be sold anywhere on the campus during the lunch breaks