



Revised 01/15/23



## FABENS INDEPENDENT SCHOOL DISTRICT FUNDRAISING APPROVAL FORM

### PROCEDURES:

1. Complete Fundraising Approval Form, making sure all requested information is filled out. Submit to Central Office for approval at least 2 weeks in advance.
2. Once approved, a copy of the form will be email 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. Use assigned DEPOSIT NUMBER when making the deposit at Central Office. 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. Sponsor must issue a cash receipts to students/parents for money received.
6. Once your fundraising ends please make sure to let Central Office know to close the fundraiser with your last deposit. Sponsors are required to closed all fundraising activities at the conclusion of the school year. New fundraising activities shuld not be approved until all past activities are closed.
7. A copy of the approved Fundraising Approval Form must be submitted with any deposits made.

### GUIDELINES:

- NO Raffles will be approved or cash awards can be given from the proceeds of the fundraiser.
- Deposits, all collected funds must be deposit daily or by the next workday. Money should not remain on campus or with sponsor more then three days.
- 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. All items must comply with the USDA National Guidelines.
- Fundraisers for food and beverage items must be sold outside the school day
- Any type of contracts or agreements pertaining to the fundraiser must be forward to the Central Office for review and approval, only Central Office is authorized to sign contracts and contractual agreements.



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Date: \_\_\_\_\_ School Sponsored: \_\_\_\_\_ Yes \_\_\_\_\_ No

Sponsor: \_\_\_\_\_

Campus/Group/Organization: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Purpose: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

One Day Fundraiser: \_\_\_\_\_ Yes \_\_\_\_\_ No Anticipated Profits: \_\_\_\_\_

**Account Name and Number** where deposits are to be made **must** be provided:

\_\_\_\_\_

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

\_\_\_\_\_  
Athletic Director Date

\_\_\_\_\_  
Child Nutrition Director Date

\*\* For Athletic related Fundraisers ONLY

\*\*For Food related Fundraisers ONLY

\_\_\_\_\_  
Asst. Supt. Business & Operations Date

APPROVED

NOT APPROVED

Deposit Number: \_\_\_\_\_