

## Gilbert Public Schools Fund-Raising Authorization and Approval Form

(Copies of this form -- with any contracts, written agreements, and club meeting minutes attached -- should be filed with the School Administrator and the Organization.)

Name of Club/Organization: \_\_\_\_\_ School: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position in Organization: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Organization's Meeting Date (of approval): \_\_\_\_\_

PURPOSE OF FUND RAISER: \_\_\_\_\_

FUND RAISER METHOD & DESCRIPTION (what will be sold, how will it be sold, at what function will it be sold, etc.): \_\_\_\_\_

IF FUND RAISER IS CO-SPONSORED between parent organization and student clubs.....the agreed upon profit split will be \_\_\_\_\_% to the parent organization \_\_\_\_\_ (initial) and \_\_\_\_\_% to the student club \_\_\_\_\_ (initial). (At high schools, jointly raised funds that are deposited solely to the parent group must be recorded so that the student clubs share of the proceeds are benefitting them directly.)

LOCATION OF FUND RAISER (specific room, address, etc.): \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

All fund-raisers must have the approval of the school administrator. Gilbert District activities that are done for the purpose of fundraising must be initiated, sponsored, and recorded by one of the following groups. Fund raisers that are co-sponsored must be initiated by both groups. **Initial to the left all that are appropriate:**

- \_\_\_ **A. GPS Authorized Student Club** (Advisor's AND Club Officer's initials required).  
We acknowledge that student clubs that sponsor a fund raiser must always deposit funds and record expenditures in the GPS student account and follow the GPS Student Activity Organization Policy and Procedure Manual.  
Student Council Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Student Council Officer Signature: \_\_\_\_\_  
Student Council Advisor Signature: \_\_\_\_\_
- \_\_\_ **B. GPS Recognized Parent Organization** (Officer's initials required).  
We acknowledge that parent organizations that sponsor a fund raiser must record receipts and expenditures in the parent organization's checking account. (Joint fund-raisers must have the appropriate initials in A and B.)
- \_\_\_ **C. Gilbert School Site Council** (Council Member's Initials required).  
We acknowledge that site councils that sponsor a fund-raiser must record receipts and expenditures in a GPS auxiliary account, follow GPS cash handling procedures and must also have approval from the Associate Superintendent of Administrative Services.
- \_\_\_ **D. Gilbert School Book Fair** (Librarian Initials required).  
We acknowledge that a school sponsored Book Fair must record receipts/expenditures in a GPS auxiliary account and follow GPS cash handling procedures, or must deposit through a GPS Parent Organization.

All Contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund raiser, and have been reviewed with the school Principal.

\_\_\_\_\_  
Club Advisor/Parent Org. Officer/Council Member/Librarian Signature \_\_\_\_\_ Date

<b>AUTHORIZATION</b>	
_____ School Principal/Administrator Signature	_____ Date
_____ Chief Financial Officer Signature (Only required for site council fund raisers)	_____ Date

Original: School Administrator  
Record Retention: School copies must be retained three (3) years plus current school year.