



PLEASANT VALLEY SCHOOL DISTRICT  
Brodheads ville, Pennsylvania



## FUNDRAISER APPROVAL & PROCEDURES

1. Any club or sports team wishing to hold a fundraiser must complete and submit the Fundraiser Request form.
  - Sports Teams: the form **MUST** be completed by the booster president or treasurer.
    - *In the event a sports team does NOT have a booster club, the sports team must have an officer of the All Sports Club (ASC) complete the fundraising form.*
  - Clubs: Advisors **MUST** complete the form

Refer to **Policy 229 Student Fundraising** to verify the number of fundraisers your team or club is permitted to hold each school year (July 1 - June 30).

2. The fundraiser forms must be submitted to Lisa Undari in the Athletics Office, **at least fifteen (15) days prior** to the start of the fundraiser.
  - Forms will be reviewed and signed by either Jim Korcienski or Lisa Undari.
3. From the Athletic Office, the signed form will be sent to the Director of Operations, if a Pleasant Valley Facility is being requested.
4. The building assistant principal will review the list of the requested fundraisers that will be shared by Lisa Undari.
5. Once the fundraiser has been approved, the advisor, booster club president/treasurer, or ASC officer will be notified via email.
6. Fundraisers may **not** be advertised until the approval email is received.
7. If the approved dates change, for any reason, the Athletics Office **must** be notified.
8. When the fundraiser concludes, all money **must** be deposited to the respective bank account on the next business day.
  - The bottom portion of the approved fundraising form **must** be completed and submitted to the Business Office **and** the Athletic Office via drop-off or email.
    - *District Office hours - 7:00 AM – 4:00 PM Monday thru Friday;*
      - *eilber.donna@pvbears.org*
    - *Athletic Office hours - 7:00 AM – 3:00 PM Monday thru Friday*
      - *undari.lisa@pvbears.org*
9. If this process, or any part of it, including completion of the fundraising form at the conclusion of the event, is not followed, future fundraisers and/or their approvals will be in jeopardy.



PLEASANT VALLEY SCHOOL DISTRICT

2024-2025

REQUEST for FUNDRAISER

THIS FORM MUST BE SUBMITTED FOR APPROVAL AT LEAST FIFTEEN (15) DAYS BEFORE THE FUNDRAISER MAY BEGIN.

Per Policy 229: Adult authorized by coach or advisor must be present at all fundraisers. Treasurer must be present whenever money is exchanged.

Group/Tier: \_\_\_\_\_ Grade/Program \_\_\_\_\_

SAO Rep: \_\_\_\_\_ Building \_\_\_\_\_

Activity/Event: \_\_\_\_\_ Items to be Sold: \_\_\_\_\_

If items to be sold are designed or created for this fundraiser, i.e. T-shirts, a complete mock-up of the item(s) must be attached to this application.

Describe the Activity/Event: \_\_\_\_\_

Requested Date(s) of Activity/Event/Sale: (Start) \_\_\_\_\_ (End) \_\_\_\_\_ Any date change must be reported to the Athletics Office.

Number of Students Involved: \_\_\_\_\_ Earning Goal: \$ \_\_\_\_\_

Company working with: \_\_\_\_\_ Cost Involved: \$ \_\_\_\_\_

Signed Contract: (✓) \_\_\_\_\_ N/A \_\_\_\_\_ Completed & Attached Mock-up of Item to be Sold: (✓) \_\_\_\_\_ N/A \_\_\_\_\_ Attached

Will district facilities be needed? \_\_\_\_\_ If yes, which facility? \_\_\_\_\_ Time \_\_\_\_\_

Facility Use Request Submitted: (✓) \_\_\_\_\_ N/A \_\_\_\_\_ Completed Online by: \_\_\_\_\_

SAO REP - BOOSTER PRESIDENT or TREASURER - ALL SPORTS CLUB:

Signature indicates Policy 229 and all rules and procedures have been read, are understood, and will be followed.

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

APPROVALS:

If district facility is used

1. Athletic Office: \_\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_\_

2. Director of Operations: \_\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_\_

3. Assistant Business Manager: \_\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_\_

NON-Student Affiliated Organizations: Funds from this activity may be contributed to: United Way, American Red Cross, PVEN, Special Olympics, or other charitable organization(s). Please identify the organization(s) here: \_\_\_\_\_

Please attach a copy of this approved form to the Student Activity Purchase Order when submitting to the business office for payment to the charitable organization your group has chosen. The donation will not be processed without it.

This section MUST be completed at the conclusion of the fundraiser. A copy of this form with the section below filled out, must be submitted to the Business Office and the Athletic Office via drop-off or email. Funds should be deposited into the respective bank account on the next business day.

Table with 6 columns: Items Sold, Unit Cost, Sold for \$, # Sold, Collected, Profit

Amount Deposited: \$ \_\_\_\_\_

Total Account Balance: \$ \_\_\_\_\_

SAO Rep - Booster President or Treasurer – ASC Officer Signature \_\_\_\_\_