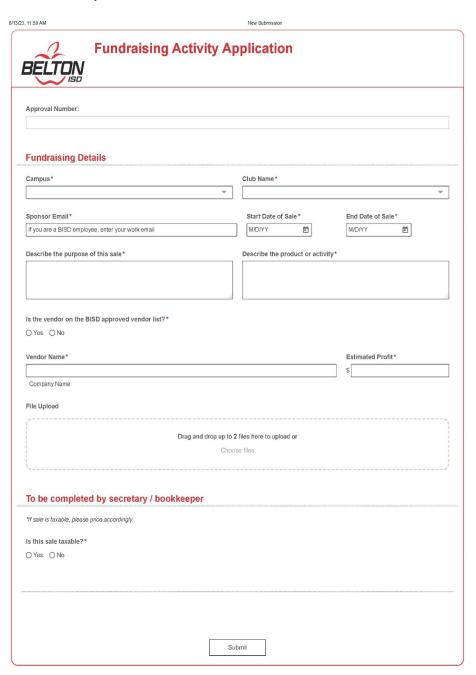
## Fundraiser Quick Reference Guide

- The Link to the Fundraiser Activity Application can be found on the Business Services Website.
- Fundraiser Activity Applications should be approved by the principal /director and submitted to the business office three weeks in advance of the scheduled activity for approval. Including booster clubs & PO's
- Fundraising activities must utilize approved vendors and cannot circumvent purchasing policies and procedures.
- An Acknowledgment of Responsibilities must be signed at the beginning of the school year by each club sponsor.
- The secretary should include the fundraiser activity approval number on all Tabulations of Monies, Deposit Slips, And Check Requests.
- The Fundraiser Recap is due 15 days after the end of the sale date.



https://forms.bisd.net/Forms/FundraisingActivity