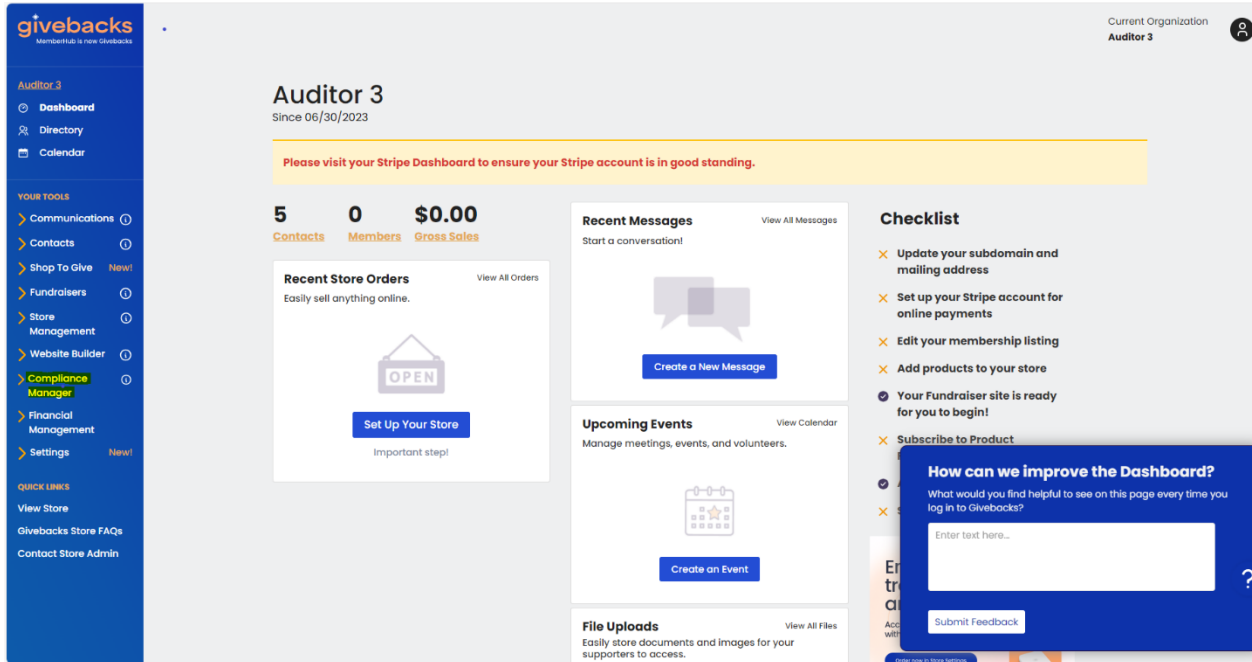


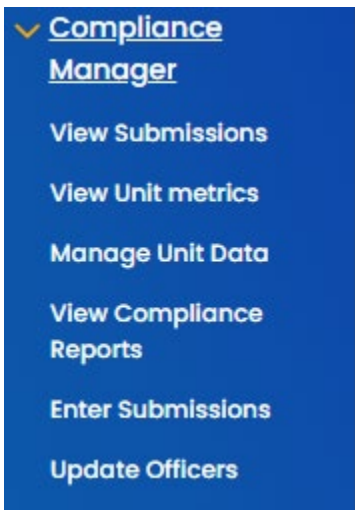
Creating a New Fundraiser Request

- From the dashboard select Compliance Manager



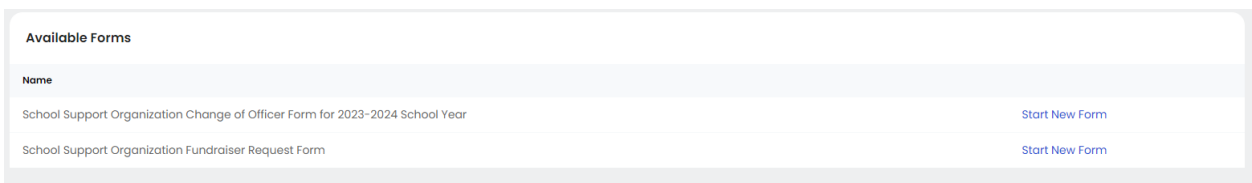
The screenshot shows the Givebacks Auditor 3 dashboard. The left sidebar contains navigation links: Dashboard, Directory, Calendar, and a section for 'YOUR TOOLS' including Communications, Contacts, Shop To Give, Fundraisers, Store Management, Website Builder, **Compliance Manager** (highlighted with an orange arrow), Financial Management, and Settings. Below these are 'QUICK LINKS' for View Store, Givebacks Store FAQs, and Contact Store Admin. The main content area displays 'Auditor 3' with a date of 'Since 06/30/2023'. A yellow banner message states: 'Please visit your Stripe Dashboard to ensure your Stripe account is in good standing.' Below this, there are three summary cards: 'Recent Store Orders' (5 contacts, 0 members, \$0.00 gross sales), 'Recent Messages' (Start a conversation!), and 'Upcoming Events' (Manage meetings, events, and volunteers). A 'Checklist' on the right lists tasks like 'Update your subdomain and mailing address', 'Set up your Stripe account for online payments', 'Edit your membership listing', 'Add products to your store', 'Your Fundraiser site is ready for you to begin!', and 'Subscribe to Product'. A feedback form titled 'How can we improve the Dashboard?' is also present.

- Enter new submission.



The screenshot shows the 'Compliance Manager' sidebar. It contains the following links: View Submissions, View Unit metrics, Manage Unit Data, View Compliance Reports, **Enter Submissions** (highlighted with an orange arrow), and Update Officers.

- Start new form.



The screenshot shows the 'Available Forms' table. It has two columns: 'Name' and 'Start New Form'. The table lists two forms: 'School Support Organization Change of Officer Form for 2023-2024 School Year' and 'School Support Organization Fundraiser Request Form'. The 'Start New Form' link for the Fundraiser Request Form is highlighted with an orange arrow.

Available Forms	
Name	
School Support Organization Change of Officer Form for 2023-2024 School Year	Start New Form
School Support Organization Fundraiser Request Form	Start New Form

- Enter all pertinent fundraiser information.
 - Proposed fundraising activity,
 - Purpose of funds raised,
 - Anticipated beginning date of fundraiser
 - Anticipated end date of fundraiser(**NOTE: Ending date cannot exceed current fiscal year, July 1 – June 30**)
 - Beginning time of fundraiser
 - Ending time of fundraiser
 - If fundraiser will be held on school grounds, check the box for yes. The approval from MNPS Facility Use will need to be uploaded and attached indicating the event has been activated/approved.
 - All flyers/correspondence/advertisement information will need to be uploaded and attached to the request.

See screenshots below.

School Support Organization Fundraiser Request Form

General Details

Auditor 3

Elaine

Frost

elaine.frost@mnps.org

Fields

☐

I certify that two or more officers of the above mentioned School Support Organization have reviewed this fundraiser request information and is aware that the request is being submitted.

Proposed Fundraising Activity *

Purpose of Funds Raised *

Anticipated beginning date of fundraiser *

 Choose Date

Anticipated end date of fundraiser *

 Choose Date

Beginning time of fundraiser (If event has no specific time, type n/a) *

Ending time of fundraiser (If event has no specific time, type n/a) *

☐

Will the fundraiser event be conducted on school grounds or any MNPS property? (Check box if answer is yes)

If yes, upload the Facility Use Approval

Drag & Drop File or

[Browse Files](#)

For online fundraising, list website:

Please click here to upload the Fundraiser Correspondence Document (i.e., flyer, social media post, etc.)

Drag & Drop File or

[Browse Files](#)

MNPS Disclaimer: This form must be submitted 30 days prior to the beginning of the fundraiser to the Auditor for approval or it will be denied. The 30 days does not include the Facility Use process as this is a separate approval through the Facility Use Dept. The Facility Use approval process

[Save](#)

[Submit](#)

Box must be checked certifying the request has been reviewed and approved by two officers of the School Support Organization.

- **Once complete, the request can be submitted. If the request is not ready for submission, it can be saved to be finished at a later date.**