COLTON JOINT UNIFIED SCHOOL DISTRICT
SCHOOL-CONNECTED ORGANIZATIONS
FUNDRAISER REQUEST FORM

Any school-connected organization within CJUSD interested in organizing a fundraiser must submit a formal proposal to the Board of Education for approval. The proposal should include details such as the purpose of the fundraiser, proposed dates, estimated budget, and expected outcomes.

The submitted proposals will be reviewed to ensure that the proposed fundraiser aligns with the goals and values of CJUSD. Approval will be granted based on the merit of the proposal and availability of resources.

Please adhere to the procedures outlined below:

I. Booster Club/PTO/PTA Fundraisers

1. To initiate the approval process, please submit the attached Fundraiser Request Form at least **one month prior** to the commencement of your event. You will be provided with a copy of the completed fundraiser form once it has been reviewed and either approved or denied by the Board.
2. If you require a facility reservation, please complete and submit the Application for Use of School Facilities after your event has been approved.
3. A completed fundraiser report must be submitted to the campus bookkeeper within 30 days of the conclusion of the fundraiser. This includes financial records, participant lists, expenses, revenue generated, and any other pertinent information. This ensures transparency, accountability, and compliance with regulatory requirements.

Forms should be submitted to **Jamie De La Torre (jamie_delatorre@cjusd.net)** for inclusion at the next Board meeting.

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FUNDRAISER REQUEST FORM

School Site:_____ Today's Date:_____

Name of Booster Club/PTO/PTA:_____

Date(s) of Fundraiser:_____

Time of Fundraiser: From_____ To_____

Location of Fundraiser:_____

Description of Fundraiser:_____

_____

Event Contact Person:_____

Phone:_____ E-mail:_____

Status of Event (Check One): ☐ New Event ☐ Held Previously (# of Years):_____

How Much is Anticipated in Income? _____

How Much is Anticipated in Expenses? _____

Requestor Signature: _____

OFFICE USE ONLY:

Date of Board Meeting: _____

☐ Approved ☐ Denied

_____ _____

Superintendent or Designee Date

Comments:_____

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