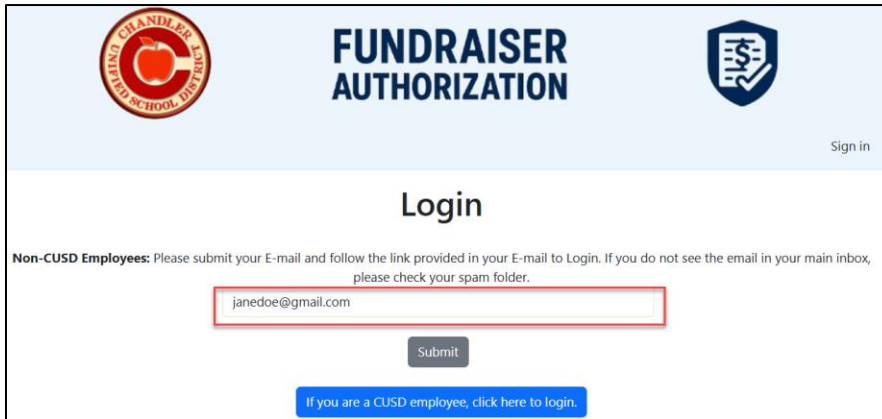


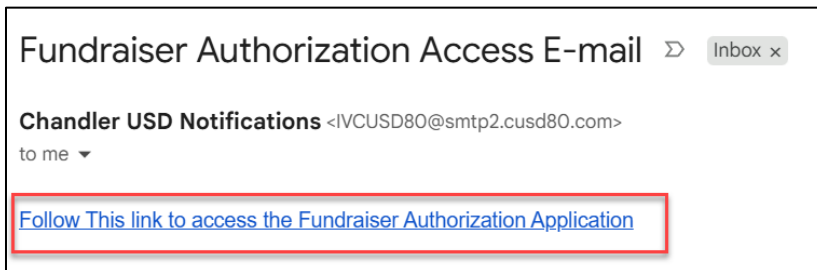
CUSD Fundraiser Authorization Form Instructions for PTO or Booster Groups

1. Navigate to <https://cusdexternal.cusd80.com/Anonymous/BusinessServices/FundraiserAuthorization/>.
2. Enter your email address and then click the grey “Submit” button. You will receive an automated email with a secure link to access the Fundraiser Authorization form. If you do not see the email in your inbox, please check your spam folder.

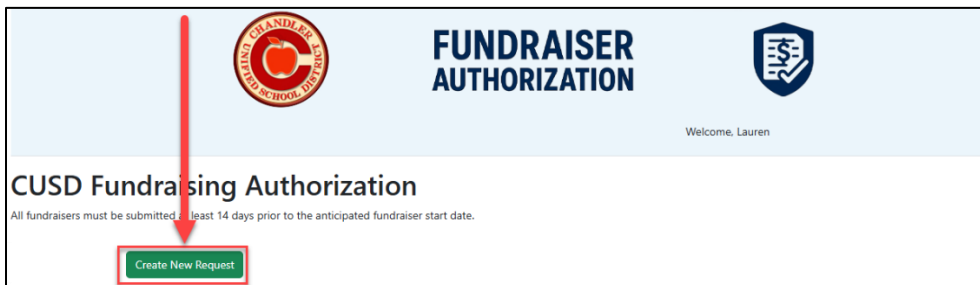


The screenshot shows the 'FUNDRAISER AUTHORIZATION' login page. At the top left is the Chandler USD logo, and at the top right is a 'Sign in' link. The main heading is 'Login'. Below this, a message for 'Non-CUSD Employees' instructs them to submit their email and follow the link in the email. A text input field contains 'janedoe@gmail.com', and a grey 'Submit' button is below it. At the bottom, a blue button says 'If you are a CUSD employee, click here to login.'

3. Click on the link within the email to access the Fundraiser Authorization Form.



4. On the Fundraiser Authorization Form page select the green “Create New Request” button. All fundraisers must be submitted at least 14 days prior to the anticipated fundraiser start date.



The screenshot shows the 'CUSD Fundraising Authorization' page. At the top left is the Chandler USD logo, and at the top right is a 'Welcome, Lauren' message. The main heading is 'CUSD Fundraising Authorization'. Below this, a message states: 'All fundraisers must be submitted at least 14 days prior to the anticipated fundraiser start date.' A green button labeled 'Create New Request' is highlighted with a red arrow pointing to it.

5. Enter the requester information:

School Name

A CHANDLER HIGH SCHOOL

Is this a student club led fundraiser?

B ☐ Yes ☒ No

Enter the name of the PTO or Booster Group:

C Chandler Football Boosters

- A. School Name
- B. Is this a student led fundraiser
 - a. Yes = Student Club
 - b. No = PTO/Booster group
- C. Enter the name of the PTO or Booster group hosting the fundraiser

Note: Only approved student clubs or Chandler School Boosters PTO/Booster groups can host fundraisers.

6. Enter the Contact Information section:

Contact Information

Contact Name (First Name Last Name)

A John Doe

Contact Email

B doe.john@cusd80.com

Contact Phone Number

C (480) 812-7000

Select fundraising category

D Car Wash

Location of Event (include venue name, address and room number)

E Car wash will be hosted on the North side of the Andersen Elementary parking lot

- A. **Contact Name** – enter first and last name
- B. **Contact Email** – enter email
- C. **Contact Phone Number** – enter phone number
- D. **Select Fundraising Category** – select the fundraiser type from the drop down menu, if you do not see the fundraiser needed select “Other”.
- E. **Location of Event** – enter the location of the event including the venue name, address and room number (if applicable).

7. Select if this will be a jointly sponsored fundraiser between a PTO/Booster group and student club:

Student Involvement

Will this be a jointly sponsored fundraiser between a parent teacher organization/booster group and a student club?

☐ Yes ☒ No

- I. If “Yes” is selected, complete sections A-D below.
- II. If “No” is selected, proceed to the step # 8.

Approximatly how many students will be involved?

A 20

Describe which fund raising responsibilities will be performed specifically by the students and which will be performed by the PTO/Booster Group.

B The PTO will be organizing the car wash, advertising for it and purchasing the supplies needed. The students will be washing the cars.

Enter the percentage split for the student club and percentage split for the PTO/Booster group.

C 50% student club 50% PTO

Describe the rationale for how the funds will be split between the PTO/Booster group and student club

D The student club will receive 50% of the fundraising proceeds since they will be doing the actual work of washing the cars for 3-4 hours the day of the car wash. The PTO will receive 50% of the fundraising proceeds since the time spent advertising, planning and purchasing items needed will be 3-4 hours prior to the event.

- A. Student Involvement** – enter the number of students that will be involved
- B. Fundraising Responsibilities** – describe which fundraising responsibilities will be performed by the student club and which will be performed by the PTO/Booster group
- C. Percentage Split** – enter the percentage split between the student club and PTO/Booster group
- D. Split Rationale** – describe the rationale for how the funds will be split between the student club and PTO/Booster group based on effort.
 Example: The student club will receive 50% of the fundraising proceeds since they will be doing the actual work of washing the cars for 3-4 hours the day of the car wash. The PTO will receive 50% of the fundraising proceeds since the time spent advertising, planning and purchasing items needed will be 3-4 hours prior to the event.

8. Enter the Fundraiser Information section:

Fundraiser Information

Fundraiser Title (Club/Activity Name - Fundraiser Description)

A Student Council - Car Wash on 6/27/26

Vendor Name

B N/A

Fundraiser Start Date

C 06/27/2026

Fundraiser End Date

D 06/27/2026

Purpose of Fundraiser

E This fundraiser is to raise funds to purchase decorations for the Homecoming dance.

Fundraiser Method and Description (include what will be sold, how it will be sold, to whom the items will be sold to, etc.):

F Students will be washing cars

- A. Fundraiser Title** – enter the title of the fundraiser. This should be something descriptive and easily identifiable. This will be used in approval notifications and will be searchable.
 - B. Vendor Name** – enter the vendor name (if applicable)
 - C. Fundraiser Start Date** – enter the start date of the fundraiser
 - D. Fundraiser End Date** – enter the end date of the fundraiser. If the fundraiser is for a range of dates throughout the year, enter the final date that the fundraiser will go through.
 - E. Fundraiser Purpose** – describe why the fundraiser is being conducted and what the proceeds will be used for.
 - F. Fundraiser Method** – describe what will be sold, how it will be sold and to whom the items will be sold.
9. Select if the fundraiser involves the sale of food or candy.

Food Related Fundraisers

Does this fundraiser involve the sale of food or candy?

☒ Yes ☐ No

- I. If “Yes” is selected, complete sections A-C below.
- II. If “No” is selected, proceed to the next step.

List all the foods that will be sold including the brand name and type.

A Grandma's Chocolate Chip Cookies

Will the food or candy be sold during the school day? The “school day” under the USDA’s [Smart Snacks in School](#) regulation is defined as midnight before the start of the official school day to 30 minutes after the final bell rings.

B ☒ Yes ☐ No

Does the food or candy being sold meet USDA’s Smart Snack Requirements? Please use the [Smart Snack Calculator](#) to make the determination. Please contact [Courtney Truono](#) in the Food and Nutrition Department if you need any assistance.

C ☒ Yes ☐ No

- A. List all foods that will be sold** – enter the list of foods that will be sold including the brand name and type. Please be as descriptive as possible.
- B. Will the food or candy be sold during the school day?**
 - i. Yes = Proceed to section C
 - ii. No = Proceed to step # 10 (if applicable)

IMPORTANT Note: The school day under USDA requirements is defined as midnight before the start of the official school day to 30 minutes after the final bell rings.

- C. Does the food or candy meet USDA Smart Snack Requirements?**
 - i. Yes = Proceed to step # 10 (if applicable)
 - ii. No = Complete a [Smart Snacks Fundraiser Exemption](#). Contact [Courtney Truono](#) in the Food & Nutrition Department if you need any assistance.

10. Select if the fundraiser involves a food truck.

Food Truck

Does this fundraiser involve a food truck? If so, please attach the food truck's food handlers permit and operating permit. This information is required before being able to proceed.

☐ Yes ☒ No

I. If "Yes" is selected, complete sections A-B below.

II. If "No" is selected, proceed to step # 11.

Does this fundraiser involve a food truck? If so, please attach the food truck's food handlers permit and operating permit. This information is required before being able to proceed.

☒ Yes ☐ No

A Choose Files Food Handlers Permit.pdf Upload Files

File(s) uploaded successfully!
A file upload is required.
[Food Handlers Permit.pdf](#)

Please upload the vendor's contract and Certificate of Liability Insurance. **(Requirements: The vendor shall provide proof of General Liability Insurance Coverage in a minimum amount of \$1,000,000 Combined Single Limit Per Occurrence and in the Annual Aggregate for Bodily Injury and Property Damage; \$1,000,000 Products/Completed Operations; \$1,000,000 Personal & Advertising Injury. A Certificate of Insurance naming Chandler Unified School District No. 80 as an additional insured should be attached to this request (including Additional Insured Endorsement CG20 26). Request without such proof cannot be approved)**

B Choose Files Certificate of Liability.pdf Upload Files

File(s) uploaded successfully!
A file upload is required.
[Certificate of Liability.pdf](#)

A. Upload the food truck's food handlers permit and operating permit.

B. Upload the food truck's Certificate of Liability Insurance. This must be valid during the dates of the fundraiser, or the fundraiser will not be approved. Please contact the vendor for an updated Certificate of Liability if it will expire on or before the fundraiser date(s).

IMPORTANT Note: The file uploaded must be in one of the following formats: JPEG, JPG, PNG or PDF.

11. Select if the fundraiser requires a Special Event Permit. Special Event Permits are required by Maricopa County if you will be selling food at a special event open to the general public. Examples include fairs, carnivals, festivals and large sports tournaments/events. Concessions do not require a special event permit.

Permits must be obtained at least 60 days prior to the date of the event.

If you are unsure whether your event requires a special event permit, you can go to the [Special Event Permitting Guide](#). Please contact Maricopa County Special Events 602-506-6824 or envspecialevents@maricopa.gov if you need additional assistance or have any questions.

Special Event Permit

Is food being sold at a special event open to the general public? Ex: Homecoming, carnival, public sporting event (other than concessions)

☒ Yes ☐ No

I. If "Yes" is selected, complete section A.

II. If "No" is selected, proceed to step # 12.

Please upload your Special Event Permit. If you do not have one, please apply for one through [Maricopa County](#). If you are unsure whether your event requires a special event permit please contact Maricopa County Special Events 602-506-6824 or envspecialevents@maricopa.gov

A Choose Files No file chosen Upload Files

A file upload is required.

A. Upload the Special Event Permit issued by [Maricopa County](#).

IMPORTANT Note: The file uploaded must be in one of the following formats: JPEG, JPG, PNG or PDF.

12. Select if the fundraiser event includes an inflatable or equipment rental.

Inflatable or Equipment Rental

Is the event or activity related to an inflatable or equipment rental?

☒ Yes ☐ No

- I. If “Yes” is selected, complete sections A-E below.
- II. If “No” is selected, proceed to step # 13.

I understand that all products rented must come from a District approved vendor and the vendor must agree to follow the manufacturer's recommendations for use and operation. I have read through the vendor's contract or agreement and can confirm that the vendor has agreed to the following (check all that apply):

A Assemble rented equipment and/or inflatables
☒ Yes
☐ No
☐ N/A

B Disassemble rented equipment and/or inflatables
☒ Yes
☐ No
☐ N/A

C Operate rented equipment and/or inflatables
☒ Yes
☐ No
☐ N/A

D Supervise rented equipment and/or inflatables
☒ Yes
☐ No
☐ N/A

Please upload the vendor's contract and Certificate of Liability Insurance. **(Requirements: The vendor shall provide proof of General Liability Insurance Coverage in a minimum amount of \$1,000,000 Combined Single Limit Per Occurrence and in the Annual Aggregate for Bodily Injury and Property Damage; \$1,000,000 Products/Completed Operations; \$1,000,000 Personal & Advertising Injury. A Certificate of Insurance naming Chandler Unified School District No. 80 as an additional insured should be attached to this request (including Additional Insured Endorsement CG20 26). Request without such proof cannot be approved)**

E Certificate of Liability.pdf

File(s) uploaded successfully!
A file upload is required.

- A. Confirm that the vendor is able to assemble related equipment and/or inflatables
- B. Confirm that the vendor is able to disassemble rented equipment and/or inflatables
- C. Confirm that the vendor is able to operate rented equipment and/or inflatables
- D. Confirm that the vendor is able to supervise rented equipment and/or inflatables
- E. Upload the vendor's contract/agreement AND Certificate of Liability Insurance. This must be valid during the dates of the fundraiser, or the fundraiser will not be approved. Please contact the vendor for an updated Certificate of Liability if it will expire on or before the fundraiser date(s).

13. Select if there is a separate vendor contract or agreement related to the fundraiser.

Contract or Agreement

Does the vendor have a separate contract or agreement?

☒ Yes ☐ No

No file chosen

Please select files to upload.

- I. If “Yes” is selected, upload the contract/agreement with a completed [Contract Agreement Form coversheet](#). The site administrator must first initial next to any signature lines indicating that they have read and agree to the terms and conditions of the contract/agreement.
- II. If “No” is selected, proceed to step # 14.

14. Enter the monetary fundraiser goal.

15. Click the green “Submit Form” button at the bottom of the page to submit the Fundraiser Authorization Form.

NOTE: If any required fields are missing, they will be highlighted in red and you will be unable to submit the fundraiser request until the required information is completed.

If you do not have the required information you can select the “Save Form” button and it will keep the information you have until you are ready to complete the form.

16. Once submitted the Fundraiser Authorization will route as follows:

- I. **Site Approval** – Site administrator
- II. **District Review** – Autumn Sample (Elementary) or Joanna Athey (Secondary)
- III. **Food & Nutrition** (if applicable) – Director of Food & Nutrition
- IV. **Executive Director** (Elementary Only) – Executive Director of Elementary Ed
- V. **Inflatable Review** (if applicable) – Assistant Superintendent of K-12 Education
- VI. **Contract/Agreement** (if applicable) – Purchasing Supervisor

17. Once final approval has been issued an email notification will be sent to you.

18. You will be able to view all completed clubs by viewing the History pane of the [Fundraiser Authorization](#) page. All completed fundraiser authorizations will show the date of final approval and a status of either “Approved” or “Denied”.

History											
School Year 2026-27		Export to CSV									
		Search:									
Status	Site	Group Name	Requester	Submitted Date	Site Approval	District Review	Food and Nutrition	Executive Director	Inflatable Review	Contract/Agreement Approval	Action
Approved	AZ COLLEGE PREP HIGH SCHOOL	ACPHS Golf Booster	Abel Zeke	7/9/2026 2:59:00 PM	7/9/2026 2:59:00 PM	7/9/2026 3:00:00 PM	N/A	N/A	N/A	7/10/2026 10:15:00 AM	View
Denied	AZ COLLEGE PREP HIGH SCHOOL	Esports booster ACPHS	Abel Zeke	7/9/2026 8:33:00 AM	7/9/2026 8:34:00 AM	7/9/2026 8:35:00 AM	N/A		N/A	N/A	View

Checking the Status of a Fundraiser Authorization

- From the Fundraiser Authorization [home screen](#), go to the drop down menu for status and select “All”.

- In the grid below, you will see all the club request(s) you’ve not yet submitted or have submitted and where it is at in the workflow process. The date indicates who last approved and when they approved.

Workflow

Action
All

School Year
2026-27

Export to CSV

Search:

Status	Site	Group Name	Requester	Submitted Date	Site Approval	District Review	Food and Nutrition	Executive Director	Inflatable Review	Contract/Agreement Approval	Action
Submitted	ANDERSEN ELEMENTARY SCHOOL	Robotics Club	Randel, Lauren	7/13/2026 7:37:00 PM			N/A		N/A	N/A	<button>View</button>
Unsubmitted	ANDERSEN ELEMENTARY SCHOOL		Randel, Lauren								<button>Edit</button>
Unsubmitted	ANDERSEN ELEMENTARY SCHOOL	Student Council	Randel, Lauren				N/A		N/A	N/A	<button>Edit</button>

- The approvals are as follows:
 - Site Approval** – Site administrator
 - District Review** – Autumn Sample (Elementary) or Joanna Athey (Secondary)
 - Food & Nutrition** (if applicable) – Stephanie Howell
 - Executive Director** (Elementary Only) – Heather Anguiano or Leo Schlueter
 - Inflatable Review** (if applicable) – Mike Delatorre
 - Contract/Agreement** (if applicable) – Michelle Gall
- If there is an issue with the request you submitted or you need it returned, please contact the current approver. If you need any assistance or encounter any technical issues please contact Elicia Bivins or Melissa Branting in the Business Office.