

Fundraiser Application



Date of sponsor Training _____

Start and End date of Fundraiser _____

School Name _____

Activity Group fundraising _____

Name of the Fundraiser _____

Estimated funds to be raised _____

The Purpose of the Fundraiser (please provide details such as location, time, ETC)

Sponsor's Signature

Athletic Director or Building Principal only

Print name

I hereby acknowledge that I take full responsibility to run the fundraiser and understand it shall only run for 2 weeks. I will be held responsible for any funds entrusted to me and I will follow established procedures and maintain effective control by turning in money to the office daily for deposit. Being a sponsor of this event, I understand that it is my responsibility to comply with procedures contained in Board Policy DI-AP (1): FISCAL and in the Finance Manual. In the event money is missing or misplaced, I will report the incident immediately to the building principal/administrator. _____ **Initials**

Central office use Only

Authorized Personal

Date

☐ Approved

☐ Denied

Reason _____

Forms of Payment

Acceptable

Not acceptable

☐ Go Fan

Zelle

☐ Cash/Check

Apple Pay

☐ My Payments Plus

Venmo

☐ Vendor Check

Square

Pay Pal

For liability and funds management purposes, it is essential that district staff do not confuse district-sponsored fundraising with fundraising conducted by booster clubs or other groups not directly controlled by the district. Although the district welcomes community involvement in and support of district programs, the district cannot take responsibility for fundraising, or the funds collected by such groups. To avoid confusing parents, students and community members participating in the fundraising efforts, only district-sponsored fundraising subjects to district rules may occur during the school day or class time. Email form for approval at maria.paez@nkcschools.org

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