Gilbert Public Schools

Fund-Raising Authorization and Approval Form

(Copies of this form -- with any contracts, written agreements, and club meeting minutes attached -- should be filed with the School Administrator and the Organization.)

Name of Club/Organization: _____ School:_____

Contact Person: _____ Phone #: _____

Position in Organization: _____

Date of Request:_____ Organization's Meeting Date (of approval): _____

PURPOSE OF FUND RAISER: _____

_____

FUND RAISER METHOD & DESCRIPTION (what will be sold, how will it be sold, at what function will it be sold, etc.): _____

_____

IF FUND RAISER IS CO-SPONSORED between parent organization and student clubs.....the agreed upon profit split will be _____% to the parent organization_____*(initial)* and _____% to the student club _____ *(initial).* (*At high schools, jointly raised funds that are deposited solely to the parent group must be recorded so that the student clubs share of the proceeds are benefitting them directly.)*

LOCATION OF FUND RAISER (specific room, address, etc.):_____

START DATE:_____ END DATE: _____

All fund-raisers must have the approval of the school administrator. Gilbert Public Schools activities that are done for the purpose of fundraising must be initiated, sponsored, and recorded by one of the following groups. Fund raisers that are co-sponsored must be initialed by both groups. **Initial to the left all that are appropriate:**

___ **A. GPS Authorized Student Club** *(Advisor's AND Club Officer's initials required)***.**
We acknowledge that student clubs that sponsor a fund raiser must always deposit funds and record expenditures in the GPS student account and follow the GPS Student Activity Organization Policy and Procedure Manual.

Student Council Approval: Yes _____ No _____ Student Council Officer Signature: _____

Student Council Advisor Signature:_____

__ **B. GPS Recognized Parent Organization (***Officer's initials required)***.**
We acknowledge that parent organizations that sponsor a fund raiser must record receipts and expenditures in the parent organization's checking account. *(Joint fund-raisers must have the appropriate initials in A and B.)*

__ **C. Gilbert School Book Fair** *(Librarian Initials required)***.**
We acknowledge that a school sponsored Book Fair must record receipts/expenditures in a GPS auxiliary account and follow GPS cash handling procedures, or must deposit through a GPS Parent Organization.

All Contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund raiser, and have been reviewed with the school Principal.

_____ _____
Club Advisor/Parent Org. Officer/Council Member/Librarian Signature — Date

AUTHORIZATION

_____ _____
School Principal/Administrator Signature — Date

_____ _____
Chief Financial Officer Signature (**Only required for site council fund raisers**) — Date

Original: School Administrator
Record Retention: School copies must be retained three (3) years plus current school year.

Revised 10/2026