

WESTSIDE FUNDRAISING APPROVAL FORM

PLEASE SUBMIT APPROVAL FORM AT LEAST ONE WEEK PRIOR TO APPROVAL. THE BUILDING PRINCIPAL OR ATHLETIC DIRECTOR MUST APPROVE THE FUNDRAISER BEFORE ANY ARRANGEMENTS ARE MADE.

Club/Organization/Athletic Team Name Requesting Fundraiser: _____

Activity Account # _____

Sponsor Name: _____

Proposed Dates: *Beginning Date (MM/DD/YYYY) to Ending Date (MM/DD/YYYY)*

List 3 Date Options to avoid overlapping Fundraisers

First: _____ to _____ Second: _____ to _____ Third: _____ to _____

Proposed Plan with Details: (Location, Times, Audience, Logistics, etc.). Attach flyer or publication

Intended Use of Proceeds: _____

Estimated Revenues: \$ _____ Estimated Expenses: \$ _____

Estimated Profit: \$ _____

*Limit 2 Fundraisers
per School Year
per Club/Organization/Athletic Team*

Submitted by (Print Name): _____

Signature _____

Date Submitted: _____

STEPS FOLLOWING APPROVAL *in compliance with Financial Procedures:*

1. Deposits will be turned in with the completed Activity Account Deposit Form (Gold Form).
2. Complete ALL applicable information on the form.
3. Account for ALL monies received. Cash is to be deposited into the activity account.
4. Attach documentation on reason for deposit *examples – flyer/publication, order forms, name lists, fundraising information, spreadsheet of information.
5. **Turn in money** (and documentation) **DAILY** to the principal's office (**DO NOT** send money in school mail.)
6. **DO NOT keep money overnight** in a classroom or other school area or at your home or in your vehicle (*Money will be placed in school vault*)

For Office Use Only

Request Approved Request Denied

Principal/Athletic Director Signature _____

Date _____