

Request for Fund Raising

IGDF-AF1

Fundraiser #: _____
(Bldg/FR/ year/FR#)
(Example: COFR08001)

This form must be completed and returned to building administrator for approval at least one (1) week prior to scheduling and/or ordering merchandise for a fundraiser.

Name of Club/Organization _____ Name of Sponsor _____ Date of Request _____

GL Expense Code _____ Vendor _____ Phone number _____

Purpose/Type of Fund Raising: _____

Estimated Total Revenue: \$ _____ Estimated Total Payment to Vendor \$ _____

Is this a food related fund raiser sold to students and staff during school hours? _____ (yes or no)

If Yes: Do food items meet Smart Snack Standards per USDA? _____ (yes or no)

If No: Please be aware that each building can have only 5 fundraisers a year that don't meet these standards

Requested Delivery Date _____ Actual Date of Delivery _____ Person Accepting Delivery _____

Storage Area for Merchandise _____ Week of Sale _____ Week Money to be Collected _____

Requirements for Fund Raiser Approval:

- 1. Sponsor must complete "Request for Fund Raiser" form
a. Form must be completed at least one (1) week prior to fundraiser start.
b. A worksheet is available (if needed) to calculate the Estimated Revenue and Expenditures. The worksheet does NOT need to be attached to this form.
2. Administrator must approve the contract/agreement for this fund raiser (Sponsor cannot sign the contract). The signed contract/agreement and the approved fund raiser form will be maintained by administrator. A copy of the fund raiser form MUST be provided to the building financial secretary.
3. Building financial secretary must create a requisition in WebLink and scan this form to AP at Central Office as backup for the requisition.
4. Fundraiser placed on building calendar.
5. A copy of fundraising guidelines to be given to the students.
6. Checks must be made out in building name; no other checks will be accepted.
7. Students are not to coordinate fundraising monies. This is the sponsor's responsibility.
8. Deposits turned in daily and initialed by secretary. Fund raiser # MUST be recorded on deposit form.
9. All accounts monies/merchandise must be collected and turned in within one (1) week of end of sale.
10. When financial secretary receives invoice and it is "OK" to pay; scan invoice to AP at Central Office with payment instructions. If paying with a P-Card; the invoice, fundraiser form and PO will be sent with the VISA paperwork.

Sponsor's Signature _____

Principal's/Director's Signature _____

This fundraiser has been approved/disapproved (circle one) on the following date: _____.

Sponsor Use (secretary must initial as verification of receipt)

Deposit Record:

Date/Amount/Initials: _____ Date/Amount/Initials: _____ Date/Amount/Initials: _____

Date/Amount/Initials: _____ Date/Amount/Initials: _____ Date/Amount/Initials: _____

Building Office Use

Date bill paid: _____

Check #: _____