

# Fundraising Procedures

1. Place date on calendar.
2. Complete and submit a Fundraiser and Potential Revenue activity form to ASB for approval. (Attach minutes)
3. Pick receipt books and or Ticket Request form:  
**Receipt must be distributed as follows:**
  - a. **White Copy - Purchase**
  - b. **Yellow Copy with deposit**
  - c. **Pink copy stays in book**
4. You must receive an approved Fundraiser Activity Form (This form must be completed and turned in at a time of deposit along with a Revenue Potential Form) in order to begin preparing for fundraiser.
5. Fill out Facility Use Agreement if needed.

**All forms needed are in the ASB Binder in office**