

WESTSIDE FUNDRAISING APPROVAL FORM

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

Group Name Requesting Fundraiser: _____

Contact Name: _____

Email Address: _____ **Phone:** _____

Proposed (Beginning / Ending) Dates:

First: _____ / _____ **Second:** _____ / _____ **Third:** _____ / _____

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

Intended Use of Proceeds: _____

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

Estimated Profit: \$ _____

Submitted by: _____

Signature _____

Date Submitted: _____

STEPS FOLLOWING APPROVAL:

1. Deposits will turned in with the completed 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 – 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** _____

Signature _____ **Date** _____