**FUNDRAISER APPROVAL PROCESS AND FORM**

**Richmond Heights Local School District**

This form is to be used to obtain prior approval for a fundraising effort;, to review the results of the fundraiser, to inform the Treasurer of any requisitions for goods, and to inform the Treasurer of how proceeds are to be accounted. Section 3 is a review of the results of the effort.

**Section 1** (Fill out Section 1 and return to the building principal)

Student Activity:

Activity Advisor and Date of Submission:

Proposed Project (including date(s) of project):

(Complete the following if goods or services are to be purchased)

Describe purchases to be made and plans to cover costs.

(Turn in form at this point to building principal)

**PRINCIPAL’S APPROVAL TO PROCEED: Date:**

**Section 2** (Fill out Section 2 when form is returned with approval to proceed.)

Revenue Code for booking fundraiser receipts:

Budgetary Code for any requisition for purchases:

Number(s) of requisition(s) for goods or ervices entered on financial system:

(Return to Principal or Athletic Director for athletic activities)

**Approval to conduct fundraising activity as described above:**

Principal Date:

Athletic Director (for student athletes only) Date:

(Copies of this form should be sent to the advisor and to the Treasurer at this point)

**Section 3** (Fill out and return to building principal when project is complete and bills are paid)

Purchases/Expenses (list and total expenses):

Total Expenses:

Total receipts deposited with Treasurer

Difference between receipts and expenses (explain negative results)

Signature of advisor Date:

(Return completed form to the building principal)