

Fundraiser Procedure and Request Form

- All fundraising activities must be approved in advance by the **Athletic/Activites Director**.
- Give approved Fundraiser Request form to your school SBA secretary.
- Work closely with your school SBA secretary during the fundraiser.
- It is required that all funds collected be delivered to your SBA secretary anytime the amount exceeds \$75 and in any event, no less frequently than weekly.
- All disbursements for items associated with the fundraiser should be processed using an SBA check or procurement card.
- Do not spend, reimburse, or otherwise use any of the money collected.
- Establish beginning and ending dates of the fundraiser.
- For your protection, two people should be present when counting collected funds for deposit.
- Fundraiser must be profitable.

All fundraising activities should be in compliance with Board Policy JJE-R.

If you become aware of a fundraising activity in your school that is not being properly accounted for, please work with the employee and/or your principal to bring this activity into the SBA accounts.

Date _____

Fundraiser Start & End Date _____

Name of Group/Club Fundraising _____

Briefly describe the use/need for the funds being raised.

Briefly describe your fundraiser (items to be sold).

Projected Revenue _____

Projected Costs _____

SBA Account Code funds will be deposited to _____

Signature of Requesting Staff Member _____ Date _____

Signature of **Athletic/Activites Director** _____ Date _____

Request Approved Request Denied Reason _____ Date _____

Give completed form to **The Athletic Office for Approval.**