

## Fund-Raiser Approval Form

1. This form must be approved by the Building Principal/Director prior to the fund-raiser.
2. If this fund-raiser is supporting a field trip, the approved field trip form must be attached.
3. Money should not be taken home by District employees and must be held in a secure location.
4. Amounts totaling more than \$100 should be deposited on a daily basis.
5. Cash should be counted by the building/department secretary or treasurer and sponsor/coach together to make sure both agree on the amount.
6. Checks must be totaled and either listed in a spreadsheet with the name, check number, and amount; or photocopied in a manner that all pertinent information is visible and attached to the Cash Receipt. This should be done by the sponsor/coach or treasurer.
7. Non-sufficiently funded checks will be charged back to the fund-raiser budget code noted on fund-raiser approval form.
8. All fund-raisers should meet the guidelines of Board policy IGDF.
9. The sponsor must submit the closing fund-raiser report to Toni Heuer at the DAC within two (2) weeks following the ending date of the activity.

Name of Group	Date
Employee Responsible	Building/Department
Statement of Need (reason for hosting fund-raiser)	
Specifics of Fund-Raiser (selling cookie dough, book fair, selling spirit wear etc.)	

- \_\_\_\_\_ Internal Fund-Raiser (soliciting funds from students and their families)
- \_\_\_\_\_ External Fund-Raiser (soliciting funds from the community)
- \_\_\_\_\_ Service Project (i.e. sacking groceries, wrapping packages at the mall, working at Sonic)

Location of Fund-Raiser	
Beginning Date of Fund-Raiser	Ending Date of Fund-Raiser
Budget Code where funds will be deposited	

- \_\_\_\_\_ Building/Department Secretary will process funds and create Cash Receipt in General Ledger
- \_\_\_\_\_ Booster Club will process funds
- \_\_\_\_\_ PTA will process funds

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be Completed Following Fund-Raiser Activity:**

Gross Receipts/Revenue:	Describe Expenses (i.e. cost of merchandise, trophies, drinks, snacks, etc.)
Expenses:	
Net Income:	

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_