

# FUNDRAISER PROCEDURES

Listed below are the procedures in completing a fundraiser request form:

1. The sponsor completes the fundraiser request form. This includes dates of sale, purpose of fundraiser, description of fundraiser, vendor name, method of payment, sales goal and projected profits.
2. The site principal will review and sign if approved.
3. The fundraiser request is forwarded to the Activity Fund office for verification.
4. The fundraiser request form is forwarded to the appropriate supervisor for approval.
5. Upon approval, a number will be assigned and a copy of the fundraiser along with a memo will be sent to the sponsor.

The following fundraisers are considered routine:

Yearbooks	Candy*	T-Shirt	Sing-O-Grams
Book Fairs	Athletic Events	Food Resale*	Brochure/cookbook
Gold card	Entertainment book	Restaurant Catering*	Monogrammed apparel
Car Wash	Car Hopping	Advertisements	Flowers
Carnivals	School Pictures	Summer	Prom dress
Event gate	Donations	Camps Talent	resale Clinic
Faculty Work Night		Show	

\*Any fundraiser that consists of selling food must comply with the 14-day rule.

If your fundraiser does not fit under one of these categories and is not already listed in your Account Receipts Description, your site principal will need to send a memo to the board requesting approval for that fundraiser.

If you have any questions, please contact Finance.