

August 10, 2021

New Fundraiser procedures beginning for the 21/22 school year:

- 1) Before any fundraiser can begin or advertised please fill out the Application for Fundraising Activity Approval form and return to the Treasurer for approval. This is for all athletic teams and all academic clubs in the district. This also includes any fundraisers an employee may hold for their particular classes.
- 2) Once you receive this approval you may request the Director of Communications to advertise your fundraiser and request funds for a deposit (if applicable).
- 3) All monies must be deposited within 24 hours of collection to your building secretary/athletic secretary.
- 4) Within **two weeks** please complete the Final Report of Fundraising Activity and return to the Treasurer. No additional money will be released past the deposit without this form in place with our office.

\*\* All forms can be downloaded from the district website or obtained in the office/athletic office.

\*\* This is not necessary for field trip dues.

Eydie M Snowberger, Treasurer

# Application for Fundraising Activity Approval



Club/Activity/Sport \_\_\_\_\_

Person Responsible \_\_\_\_\_

On Behalf of Building(s)  GWD  GPS  GIS  GMS  GHS

Date of Application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ (Signature of Person Responsible)

Description of Fundraiser
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How will the profits be used?
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From (Date)	to (Date)	Anticipated Revenue
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Funds will be deposited with and disbursed by the  District Treasurer  School Support Organization

The undersigned person responsible (district support organization officer, coach, advisor) agrees to the following rules and expectations as set forth by the Superintendent:

1. There is a maximum of one (1) candy fundraiser per year.
2. Money from the fundraiser shall be deposited daily; funds will not be held over night.
3. Profits will be used for the purpose stated.
4. Good business and accounting procedures will be followed.
5. *Final Report of Fundraising Activity (5830 F3)* will be submitted to the District Treasurer's office at the conclusion of the fundraiser.

++++++ OFFICE USE ONLY ++++++

Approved  Declined \_\_\_\_\_  
(Signature of Principal/Athletic Director) (Date)

Approved  Declined \_\_\_\_\_  
(Signature of Treasurer) (Date)

**Original:** Return to originator    **Copies to:**    Approvers    Director of Communications

# Final Report of Fundraising Activity



Club/Activity/Sport \_\_\_\_\_

Person Responsible \_\_\_\_\_

On Behalf of Building(s)     GWD     GPS     GIS     GMS     GHS

Date of Report \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_\_  
(Signature of Person Responsible)

Description/Purpose/Location of Fundraiser	
Dates of Fundraiser	Total Cost of Merchandise \$
Number of Items Acquired	Number of Items Sold
Total Donations, if applicable \$	
Estimated Revenue \$	Actual Revenue \$
If applicable, describe disposition of unsold items.	
Date of Final Deposit	Location of Deposit

Send original to District Treasurer.

+++++ OFFICE USE ONLY +++++

Received by (Treasurer's Office) \_\_\_\_\_  
(Signature of Treasurer's Office Personnel) (Date)