PLEASE READ THE FOLLOWING GUIDELINES WHICH APPLY TO ALL FUNDRAISERS:

1. Fill out the Request for Fundraiser Application form. Attach meeting minutes.
2. Turn in forms to Room 407.
3. All funds raised by students must be approved by the Student Leadership class and Activities Director.
4. Do not place an order until you have received an official ASB purchase order to give to the vendor. STUDENTS ARE NOT ALLOWED BY LAW TO SIGN/MAKE CONTRACTS WITH VENDORS! A Request for PURCHASE ORDER (RPO) must be made at least one full week in advance with club/program minutes attached.
5. All money must be deposited at the school bank within 2 business days of conclusion of fundraiser.
6. The School Bank/ASB must be notified within 2 weeks of the approved fundraiser start date that it has been cancelled or needs to be rescheduled. Rescheduled fundraisers/events MUST be re-approved by ASB.

Club/Organization Name ___________________________ Advisor’s Name ___________________________ Please print

Purpose of fundraiser __________________________________________________________

Location of fundraiser __________________________________ Time of event ____________________________

Proposed date ___/___/____ (If more than one date please list all) _____________________________

Merchandise to be sold ___________________________ Initial cost to group $ __________________

Costs $ ________ $ ________ Vendor ________________ Phone# ________________

Per item Per case

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Name of student in charge (if applicable) ___________________________ Phone_________________ Official Position ________________

Print advisor name ___________________________________________ Print officer/student name ___________________________________________

Signature of Advisor ________________ Signature officer/student name ________________

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FOR ASB USE ONLY

Signature of Activity Director __________________ ASB Treasurer __________________

DATE ___/___/____ Approved_______ Denied _________

Reason for denial: ______________________________________________________________________