



Date of Submission: ___/___/___

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

Name of **student** in charge (if applicable) _____ Phone _____ Official
 Position _____

Print advisor name _____ Print officer/student name _____

Signature of Advisor _____ Signature officer/student name _____

FOR ASB USE ONLY

Signature of Activity Director _____ ASB Treasurer _____

DATE ___/___/___ Approved _____ Denied _____

Reason for denial:
