

A. Request for Pre-Approval of Fundraiser (at least TWO weeks prior to fundraiser)

School: _____ Group Name: _____ Account #: _____

Proposed Fundraising Activity: _____

Intended Use of Proceeds: _____

Dates of the Fundraiser: Start: _____ End: _____

Will the fundraiser be held for the benefit of a charitable organization outside the district? Yes No
If yes, please attached a copy of the name, address, email and phone number of the organization.

Coach and/or Club Advisor Signature:

I have read the Advisor/Coach Handbook that is found on the Crescent School District webpage under Staff/Handbooks. I understand that if I purchase an item for an ASB activity and do not have the purchase preapproved, I may be denied reimbursement if the purchase is not in compliance with ASB guidelines.

1. Coach/Club Advisor: _____
Signature *Date*

Student Approval Signatures:

2. Team/Club Leader: _____ *Signature* *Date* 3. ASB Leader: _____ *Signature* *Date*

Administrative Signatures:

4. School Secretary: _____ *Signature* *Date* 5. ASB Admin: _____ *Signature* *Date*

6. Bus. Manager: _____ *Signature* *Date* 7. ASB Bookkeeper: _____ *Signature* *Date*

B. Steps Following Approval: Request must be approved BEFORE event can take place.

1. Obtain approval (via this form).
2. Order all needed materials or supplies with a Requisition.
3. Request a cash-box from the ASB Bookkeeper (if needed) (fill out *Cash Box Request* below).
4. Conduct fundraiser, monitoring all cash and goods. Inventory should be kept for goods being sold.
5. Complete appropriate record keeping form (all forms must accompany money).
6. Turn all money **INTACT** to the office for deposit daily. **Do not take expenses from money collected.**

CASH BOX REQUEST

Person In Charge of Cash Box at Event: Name: _____ Phone#: _____

We plan to earn revenue as follows:

Charge a Gate Fee. We will track via Tickets Each Paying Person will Sign-In

Gate Charge Per Person:	Age Bracket	Amount You will Charge
_____	_____	_____
_____	_____	_____

Accept Donations. Each Donation will be recorded with the donator's name and the amount they donate.

Charging set prices for items that are sold.
What are you selling? _____
What price are you charging? _____

If you need more room to write, please attached a list of what items you are selling and how much you will charge for each item.

How many sites will you be selling and/or how many cash boxes will you need? _____