

**AMPHITHEATER PUBLIC SCHOOLS
FUND RAISING AUTHORIZATION AND APPROVAL FORM**

(Copies of this form, with any contracts, written agreements and club meeting minutes attached, should be filed with the School Office and the Organization.)

Name of Club/Organization: _____ School: _____

Contact Person: _____ Phone#: _____

Position in Organization: _____

Date of Request: _____ Organization's Meeting Date (of approval): _____

PURPOSE OF FUND RAISER: _____ FUND RAISER METHOD & DESCRIPTION (what will be sold, how it will be sold, at what function it will be sold, etc.): _____ _____ _____ IF FUND RAISER IS CO-SPONSORED between parent organization and student clubs, description of how the fund raising activities and funds will be divided: _____ _____ LOCATION OF FUND RAISER (specific room, address, etc.): _____ _____ START DATE: _____ END DATE: _____

All fund raisers must have the approval of the school administrator. Amphitheater District activities that are done for the purpose of fund raising must be initiated, sponsored, and recorded by one of the following groups. Fund raisers that are co-sponsored must be initiated by both groups. *Initial all appropriate:*

- A. Authorized Student Club** (*Advisor's & Club Officer's initials required*).
We acknowledge that student clubs who sponsor a fund raiser must always deposit funds and record expenditures in the school's student account and follow the Student Activities Handbook guidelines.
- B. Recognized Parent Organization** (*Officer's initials required*).
We acknowledge that parent organizations who sponsor a fund raiser must record receipts and expenditures in the parent organization's checking account. (*Joint fund raisers must have the appropriate initials in A and B.*)
- C. School Site Council** (*Council Member's initials required*).
We acknowledge that site councils who sponsor a fund raiser must record receipts and expenditures in an Amphitheater donation account, and follow cash handling procedures.

All contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund raiser, and have been reviewed with the school Principal.

Club Advisor/Parent Org. Officer/Council Member Signature Date

AUTHORIZATION <i>I have reviewed this request for compliance with District Policies and approve this activity.</i>	
_____ School Principal Signature	_____ Date