

## FUNDRAISING AUTHORIZATION AND APPROVAL FORM

(This form, with any contracts, written agreements, all appropriate signatures and club meeting minutes attached should be submitted to Student Government for approval) CLUB # \_\_\_\_\_

Name of Club/Booster Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Fundraiser: \_\_\_\_\_

Purpose of Fundraiser: \_\_\_\_\_

All travel/trips must be approved prior to any fundraising and approval paperwork must be attached

Method & Description (what will be sold, how it will be sold, at what function etc): \_\_\_\_\_

Location of Fundraiser (specific room, address, etc): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

All Fundraisers must have the approval the School Administrator & Student Government.

### REMINDERS:

- IF PURCHASING SUPPLIES FOR A FUNDRAISER, YOU MUST ALSO COMPLETE THE REQUEST FOR A PURCHASE ORDER PRIOR TO STARTING YOUR FUNDRAISER!
- All fundraisers involving classroom interruption require special Administrative approval.
- If a specific facility is to be used in conjunction with your fundraiser, you must submit a calendar request to the assistant principal for student activities.

Club Officer/Booster Treasurer: \_\_\_\_\_ Date in Minutes: \_\_\_\_\_  
(signature)

Club Sponsor/Booster President: \_\_\_\_\_  
(signature)

Administrator \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

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### For Student Government Use Only

Request Approved/Disapproved (circle one) Comments: \_\_\_\_\_

Student Government Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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### For Bookstore Use Only

Date Received: \_\_\_\_\_ Date Scanned and emailed: \_\_\_\_\_

Purchase Order Completed: YES/NO (circle one) Date Completed \_\_\_\_\_