



Fundraiser Request Form

Name of School: _____

Club/Organization Name: _____

FUNDRAISING RULES:

1. ASB needs to approve all fundraisers on and off campus.
2. Organizations must be currently registered and sanctioned by ASB.
3. A club or organization may be approved for a maximum of two fundraisers at a time.
4. The Fundraiser Request Form must be submitted no later than ONE week prior to the activity.
5. **Approval for a fundraiser is on the first come, first serve basis.** Submissions will be determined in order by the **time and date stamp** completed by the Business and Activities Office and completion of potential revenue form(s) (See Revenue Form).
6. The Fundraiser Request and Revenue Form must be **COMPLETELY** filled out before approval (including any necessary signatures).
7. Clubs must turn in Revenue Form and Copy of Minutes prior to approval of next fundraisers.
8. **For Food and Candy Sales**
 - a. State regulations prohibit the direct sale of food (candy, snack foods, etc.) on campus before, during, and within the first 30 minutes after school hours. Groups who violate this regulation are subject to penalty and fine as detailed below.
 - b. Pre-sales have a maximum duration of 10 business days and maximum of two days is allowed for the delivery of the pre-sale item.
 - c. Reports of improper pre-sales will be investigated and considered by AP of Business & Activities and/or ASB.
 - d. Only two sales of the same type of food items are allowed at one time, but those items may not be the same brand. Exceptions may be made on a case-by-case basis. To be determined by ASB.
 - e. *Note: The final decision may vary on a case-by-case basis. Final decision is determined by Assistant Principal (AP) of Business & Activities.*
9. Clubs selling items in violation to the above rules are subject to penalties and fines. Succession of fines are as follows:
 - a. **Warning – Given during advisor meeting**
 - b. **First Violation: \$50**
 - c. **Second Violation: \$100 fine and rejection of future requests for the remaining school year.**
10. Note: ASB is not required to issue any type of formal warning before imposing a fine. Please contact ASB with any questions or concerns regarding these rules and regulations.

BUSINESS & ACTIVITIES OFFICE USE ONLY

DATE RECEIVED: _____

STAMP OR INITIALS: _____

MINUTES ATTACHED:

PRINT WITH REVENUE FORM

FUNDRAISER REQUEST INFORMATION:

This form must be completed thoroughly with attachments and returned to the **Business & Activities Office.**

Fundraiser Name: _____ Location: _____

Purpose of Fundraiser: _____

Club/Organization Member: _____ Faculty Advisor Name: _____

Member Signature: _____ Advisor Signature:

4TH Period Teacher/Room #: _____ Advisor Email (required): _____

Schedule Preferences:

Option 1: Start Date _____ End Date _____ Start Time _____ End Time _____

Option 2: Start Date _____ End Date _____ Start Time _____ End Time _____

If applicable: Pre-Sale Dates _____ Delivery Dates _____ Pre-Sale sheet attached: Yes / No

APPROVALS:

ASST. PRIN., BUS. & ACT. (print name):	Signature:	APPROVED/DENIED
ASB REPRESENTATIVE (print name):	Signature:	
ASB MEETING (Minutes) DATE:	ASB Only (circle one):	APPROVED/DENIED
RATIONALE:		