

Van Meter Community School Fundraiser Approval Form

This form must be used whenever funds are generated in excess of expenses.

Please follow these guidelines when planning and executing a fundraiser:

1. Fill out the "Fundraiser Plan" portion of this form and sign it.
2. Submit the form to the activities director to determine whether the timeline interferes with any other fundraisers.
3. Submit the form to the principal for approval or the activities director will approve athletic department fundraisers.
4. Do not proceed with the fundraiser until you have received a copy of this form with an approval signature from the principal or activities director.
5. Before placing an order for any items to sell, obtain a purchase order with the required approval signature.
6. All money collected should be turned in daily to the Business Office along with a completed Fundraiser Deposit Record.
7. When the fundraiser has been completed, fill out the "Fundraiser Record" portion of this form and return a copy to the Business Office along with the invoice and/or product ordering documents.
8. Failure to follow the appropriate steps for conducting a fundraiser will result in the following actions:
 - The coach/sponsor will be prohibited from conducting a fundraiser for period of one year.
 - Funds collected during the mis-conducted fundraisers will be deposited into the general activities fund rather than into a specific activity's fund balance.

Fundraiser Plan

Activity or Program: _____ Coach/Sponsor/Teacher: _____

Fundraiser Description (e.g., product or service sold): _____

Fundraiser Product or Service Unit Sale Price: _____

Beginning Date: _____ Ending Date: _____ Timeline OK _____
AD Initials

Plans for Funds Raised: _____

Approval Signatures:

Building Principal Date or _____
Activities Director Date

Fundraiser Record

Amount Collected: \$ _____ Amount Paid: \$ _____ Amount of Profit: \$ _____

Comments: _____

Signatures

Sponsor: _____ Date: _____

Business Office: _____ Date: _____

Remember to attach invoice and/or product ordering documents.

Original to Business Office – 1 copy to AD or Principal – 1 copy to Coach/Teacher/Sponsor