



Fundraiser Approval Form

****Forms must be completed and submitted for approval at least four (4) weeks prior to date of fundraiser/activity to give ample time for needed signatures and approval. The "potential revenue" portion of this form must be completed in order to obtain approval.**

Site TDHS Requesting Club/Organization _____ Date _____

Proposed Event/Description _____

Location of Event/Activity _____

****If school facilities are used, including parking lots, you must also have an "In School Building Assignment" completed and on file. If using the kitchen or another MCS site, you will need to contact District Office Facilities Department at 576-4029. Potential fees could incur if Custodial, Nutrition Services, or Auditorium Techs are needed for your event/activity.**

Proposed Beginning and Ending Date(s) of Event: 1st Choice _____
2nd Choice _____

****If a cash box is required, please notify site Bookkeeper one week in advance.**

Type of cash receipting to be used (Check one):		Order Forms <input type="checkbox"/>	Pledge Sheets <input type="checkbox"/>	Tally Sheets <input type="checkbox"/>
Pre-numbered Tickets <input type="checkbox"/>	Pre-Numbered Receipts <input type="checkbox"/>	Cash Box <input type="checkbox"/>	Cash denominations _____	

Potential Revenue (must be completed prior to fundraiser)	
Anticipated Revenue \$ _____	Anticipated Expenses \$ _____
**Be as descriptive as possible, as this information will be entered into ASBWorks.	
Vendor (if expenses will be generated) _____	
Description of items being sold: _____	
Cost per item _____	

Club Representative (Student) _____ Club Advisor _____
Signature and Date *Signature and Date*

****Clubs/groups are responsible for debts incurred as a result of this fundraiser/activity.**

Fundraiser Approved By:

Student Body Office / Activities Office *Date*

Bookkeeper *Date*

Recommended: Yes No

Student Council Representative Signature *Date*

Leadership Advisor Signature *Date*

Recommended Yes No

Principal/Administrator Signature *Date*