



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 Principal or designee and the Organization.

All information must be submitted to Site Administration and/or Office of Elementary Ed or Secondary Ed **14 days prior** to fund-raiser.)

Name of Club/Organization: _____ School Name: _____

Contact Person: _____ Phone #: _____

Position in Organization: _____ E-mail: _____

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

PURPOSE OF FUND-RAISER:

FUND-RAISER METHOD & DESCRIPTION (what will be sold, how will it be sold, to whom will solicitations be made, etc.):

LOCATION OF FUND-RAISER (specific room, address, event or function, etc.):

HOW MANY STUDENTS WILL BE INVOLVED IN THE FUND-RAISER? _____

IF FUND-RAISER IS JOINTLY SPONSORED between parent organization and student club, describe who will perform various fund-raising responsibilities and how will monies be allocated between the parent organization and student club:

HOW WILL FUNDS BE DISBURSED/SPLIT? (Please ensure Club is an APPROVED club.)

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VENDOR NAME: _____

FUND-RAISER START DATE: _____	FUND-RAISER END DATE: _____	ESTIMATED FUND-RAISER GOAL: _____
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DOOR TO DOOR SOLICITATIONS ARE NOT PERMITTED

All fund-raisers must have the approval of the Principal or designee. Chandler Unified School 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 jointly sponsored must be initiated by both groups. Initial all appropriate:

A. CUSD Authorized Student Club/Teacher (Sponsor's, teacher's, & Club Officer's initials required).

We acknowledge that student clubs which sponsor a fund-raiser shall deposit funds and record expenditures in the CUSD student activity account and follow the CUSD Student Activities Manual guidelines.

B. CUSD Recognized Parent Organization (Officer's initials required).

We acknowledge that parent organizations which sponsor a fund-raiser shall record receipts and expenditures in the parent organization's checking account. (Joint fund-raisers must have the appropriate initials in A and B. Funds should be deposited into the parent organization's checking account and the student activity account per the allocation described above. See Fund-raiser Guidelines for further guidance.)

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 Sponsor/Parent Org. Officer Signature	_____ Date	_____ Principal's or Designee's Approval	_____ Date
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Contracts for Student Club fund-raisers or joint fund-raisers must be attached and approved by Superintendency.

Approved NOT Approved

_____ Authorized District Administrator Signature or Designee _____ Date

Remember to submit your cash collection form(s) or crowd funding revenue summary to the Office of Elementary Ed or Secondary Ed once fund-raiser is complete.