

UPPER DAUPHIN AREA SCHOOL DISTRICT  
APPLICATION FOR THE APPROVAL OF STUDENT FUND RAISING

Date Of Application \_\_\_\_\_

I \_\_\_\_\_, hereby apply for administrative approval to begin planning  
Signature of School Advisor, or Booster Club President etc.  
for a student fund raising activity. I understand that I may not proceed with any company until final approval is received by the Superintendent.

Check appropriate space which \_\_\_\_\_ Students are participating in the Fund Raising Activity  
applies to the Fund Raising Activity \_\_\_\_\_ Students are not participating in the Fund Raising Activity

The following rules and regulations shall apply:

1. Each organization shall be limited to one (1) fundraiser per year when students are involved, except with administrative approval.
2. Principals shall sign forms or flyers used in the process of fund raising.
3. Fundraisers shall be held when funds are needed for a specific purpose and purpose is stated on the form.
4. All preliminary planning shall take place within the first month of each school year for the entire year.
5. Approval for fundraisers shall not be granted after October 8<sup>th</sup> of the present school year unless specifically approved by the building principal and superintendent.
6. The date(s) when the fundraiser will be held shall be indicated on this application.
7. The above guidelines shall be met before the Principal recommends approval.
8. Within 30 days of the fundraiser, a financial report must be submitted to the business manager.

\_\_\_\_\_ Person Responsible for Fund Raiser

\_\_\_\_\_ Describe Fund Raiser

\_\_\_\_\_ What Will Be Sold

\_\_\_\_\_ Date (s) To Be Sold

\_\_\_\_\_ Amount of Funds Sought

\_\_\_\_\_ Name of Company

\_\_\_\_\_ School Organization

\_\_\_\_\_ Profit Used For

\_\_\_\_\_ Signature of the Treasure  
of the organization  
operating the Fund Raising Activity

1. All cash, whether collected donated, or charged, shall be deposited after deposit slips are completed.
2. Expenditures for activities shall be paid through disbursement accounts rather than taken from monies received.
3. All disbursements shall be paid by check after being approved by the proper **officer**/ administrator.
4. All fund raisers with sales that may exceed \$1,000 must have 3 quotes and the Quotes Form turned into building principal with this application

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Recommend Approval \_\_\_\_\_

Do Not Recommend Approval \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

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Approval \_\_\_\_\_

Not Approved \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date