

Madison HIGH SCHOOL REQUEST FOR FUND-RAISING ACTIVITY

Please plan accordingly and submit form 4 weeks in advance.

PROCEDURE:	Check when <u>Completed</u>
1. Requester obtains approval from Cafeteria Manager, if food is intended. _____	_____
2. Requester submits form to ASB for approval.	_____
3. ASB approves in formal meeting (indicate date below and attach Minutes).	_____
4. ASB obtains final approval from principal/designee.	_____
5. ASB records fund-raiser on master calendar after all levels of approval are final.*	_____
6. ASB distributes approved form: Original - Finance Office Copy – ASB and Sponsor	_____
(Note: Fund-raiser is NOT approved until all parties receive a copy of the final approved form.*)	

FUND-RAISER INFORMATION

Club Name: _____

Club Advisor Name: _____

School Year: _____

Name of the Fundraiser: _____

Reason of This Fundraiser (Why are we doing this Fundraiser)? _____

Describe what you are selling: _____

Date of Activity: _____ (1st Choice) _____ Approved Disapproved

(2nd Choice) _____ Approved Disapproved

End of Activity: _____

Time of Activity: _____

Location: _____

How much expense is anticipated? _____

How much income is anticipated? _____

Date form submitted: _____

Please print Advisor Name: _____

Club Advisor Signature: _____

Club Treasurer's Name & Signature: _____

APPROVALS:

Principal or Designee's Signature

ASB Advisor Signature

Date Approved in ASB Minutes