

# *T U S D Student Activities*

## FUNDRAISING REQUEST FORM

Please complete the following information and submit to the School Principal/Support Department Director, as appropriate, at least **two** weeks prior to the planned event. **Fundraiser is not approved until you receive a copy back signed by Principal and Finance Manager.**

Name of School: \_\_\_\_\_

Club or Organization requesting fundraiser: \_\_\_\_\_

Fundraiser: (Please be specific – car wash at....candy sales including....food sale....\*)

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Requested Dates of Activity: \_\_\_\_\_

Number of People Selling: \_\_\_\_\_

If selling items, did you turn in a Requisition to the Finance Office? \_\_\_\_\_

**If selling items are being donated, a letter from the donator must be attached to this form.**

Authorization/Approval Signatures:

_____ Student Club Officer	_____ Date	_____ Student Club Sponsor	_____ Date
_____ Student Council Officer	_____ Date	_____ Student Council Sponsor	_____ Date
_____ School Principal	_____ Date	_____ H.S. Finance Manager	_____ Date

**\* ALL MONIES COLLECTED FOR FUNDRAISERS MUST BE DEPOSITED TO THE HS FINANCE OFFICE \***

NOTES:      ⇒Food sales cannot be held during scheduled District Food Service lunch hour operations when meals are served. Local Health Department restrictions may also apply. Please coordinate with the Cafeteria Manager or Food Service Department.  
                 ⇒Parent Group requests require two signatures and may be submitted directly to the School Principal.  
                 ⇒Joint fundraiser requests must include a proposed allocation of proceeds between Student Group and Parent Group. (Commingling of funds must not occur.)  
                 ⇒Raffles or Games of Chance are not permitted by student groups (or parent groups on school grounds).  
                 ⇒Support Departments include any fundraiser by District employee(s) not assigned to a school site.

References:    1) Governing Board Policy – 1241 Fundraising  
                      2) Uniform System of Financial Records  
                      3) Arizona Revised Statues

**STUDENT ACTIVITIES**  
**Pueblo High School**  
Activity/Club Meeting Minutes

Date: \_\_\_\_\_

The \_\_\_\_\_ club/activity authorized the expenditure of  
\$\_\_\_\_\_ at a duly convened meeting of the club members on  
\_\_\_\_\_ (date) at \_\_\_\_\_ a.m./p.m.

The votes cast at the meeting were:

In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstain \_\_\_\_\_

Purpose of the expenditure is as follows: **MUST INCLUDE** (activity, purpose  
of purchases, types of items that will be purchased and name of vendor/vendors).

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\_\_\_\_\_  
Club Officer (Date)

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Club Sponsor (Date)