

GADSDEN CITY SCHOOLS FUNDRAISER REQUEST FOR APPROVAL

_____ (assigned by school bookkeeper)

School Year _____

All fundraising must be authorized in writing by the Principal.

Per board guidelines, fundraising involving Gadsden City Schools must be authorized in writing by the Principal. Failure to follow proper accounting policies may result in administrative action and reporting to Members of the Gadsden City Board of Education, Chief Financial Officer and Superintendent, as per Act #2006-196, School Fiscal Accountability Act and the responsible party will be held liable for any expenditure incurred.

STEPS TO FOLLOW FOR FUNDRAISING ACCOUNTABILITY

1. This form should be completed by the sponsor of the fundraising event and turned in to the bookkeeper for approval from the Principal.
2. A copy of the approved or unapproved form will be returned to the sponsor. Approved forms will include a Fundraiser Reconciliation / Accountability Report.
3. Once all funds have been receipted and turned in, bookkeeper can provide an activity report. **All expenditures and revenue related to this fundraiser should be highlighted.**
4. Fundraising sponsor will turn in the following at the conclusion of this fundraiser to the school bookkeeper:
 - a) this approved form, b) completed Fundraiser Reconciliation / Accountability Report and c) highlighted activity report

Fundraiser Description _____

Date _____

Name of organization to receive proceeds _____

Activity # _____

CHECK ONE:

- This fundraiser will begin on _____ and conclude by _____.
- I understand, within **ten days** of completing this fundraiser, I must submit a Fundraiser Reconciliation / Accountability Report to the school bookkeeper.

OR

- This will be an on-going fundraiser for this school year.
- I understand I must submit a Fundraiser Reconciliation / Accountability Report to the school bookkeeper at least **one week prior** to the close of school.

In Column A list # of items in a case if you are ordering cases (not the number of cases)

Name of Vendor to be Paid	Description of Items to be sold (or services)	A # Items Ordered or # Per case	B Cost Per Item	(A x B) TOTAL COST	C Selling Price per item	(A x C) Estimated Profit
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
TOTALS						

(Attach a sales brochure or listing of items from vendor if applicable.)

Signature of Sponsor _____

Date _____

If approved, the sponsor should retain this approved form to attach to the Fundraiser Reconciliation / Accountability Report.

Principal's Action: **Approved** _____ **Not Approved** _____

Principal's Signature _____

Date _____