TUSD

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. Sponsors shall be present at all fundraising activities and are responsible for preparing the appropriate documentation.

Name of: [School] or [Department] _____

Club or Organization requesting fundraiser: _____

Joint Fundrasier - % Breakdown: Student Club _____ % Booster/PVG ____ %

Fundraiser: (Please be specific–car wash at . . . candy sales including . . . t-shirt sales. . .*)

_____

Requested Dates of Activity: _____

Number of People Selling: _____

Purpose of Fundraiser Proceeds:

_____

Authorization/Approval Signatures:

Student Club Officer	Date	**Student Club Sponsor**	Date
Student Council Officer	Date	**Booster/Parent Volunteer Group Official**	Date
School Administrator	Date	**Office Manager/Finance Manager**	Date
TUSD - Student Finance - See Notes below **(for Booster/Parent Volunteer Group approvals only)**	Date		

NOTES:
- * Food sales cannot be held during scheduled District Food Services lunch hour operations when meals are served. Local Health Department restrictions may also apply. Please coordinate with the Cafeteria Manager or Food Service Department.
- * No home cooked food should be sold.
- * Booster/Parent Volunteer Groups (PVG) must be in compliance with Student Finance Accounting and have ALL required paperwork on file with School Site in order to fundraise. Joint Fundraiser requests must include a proposed allocation of proceeds between Student Group and Parent Volunteer Group. (Commingling of funds must not occur). Per JJE-R School's Site Council determines what proportion of the total fundraiser will consist of student efforts.
- * Raffles, lotteries and games of chance are considered forms of gambling; therefore, such activities are not permitted as a fundraising activity. Tickets for raffles or door prizes cannot be sold. No raffles, lotteries, or games of chance may occur on District property.

References:
1) Governing Board Policy – JJE-R
2) Uniform System of Financial Records
3) Arizona Revised Statutes

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