

**MESA UNIFIED SCHOOL DISTRICT NO.4
Fundraising Request Form**

SCHOOL : _____ Proposed date(s) of fundraiser: _____

Organization/Club : _____ Acct # _____

REQUESTED (check all that apply) Purchase Order Cash Envelope Monkey Survey N/A

Remember to upload this fundraising form, Club & StuCo minutes and monkey survey, if needed, with the student activities requisition form in visions

Description of Fundraiser:

Location of Fundraiser (Please be specific):

This location is: On Campus Off Campus Both-On & Off Campus

Type of Fundraiser: Student Group

Parent Organization *(financial statement must be submitted to secretary [elem sch] or bookstore [Jr High/High Sch] within 30 days after completion of event.*

Joint Fundraiser Student portion of proceeds _____ %
Parent group portion of proceeds _____ %

For Joint fundraisers; attach a copy of the student group minutes which approves the fundraiser and indicates the agreed financial split between the two groups. The split should be based on the amount of effort devoted by each participating group.

Money collected by: Students (PO should be on file before fundraiser begins to pay vendor at end of sales)

Parent Organization Group

Contact Name: _____

Contact Phone No: _____

Funds raised from fundraiser will be used to purchase:

Reminder, funds raised from the fundraiser can not be used to purchase equipment, uniforms, salaries, and other non-allowed club purchases

<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	Student Officer: _____	Date _____
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	Sponsor/Advisor: _____	Date _____
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	Student Council: _____	Date _____
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	Administrator: _____	Date _____

Make copies of the completed form for your records. Copies should be kept on file for 3 years. Copies should be given to Bookstore, Student Council and Parent Organization (if applicable)

Student Activities Department must receive fundraising request form 10 days prior to start date