

CLUB FUNDRAISER REQUEST FORM



CLUB NAME _____

CLUB ADVISOR (Print) _____

CLUB PRESIDENT
(or Club Contact) _____

FUNDRAISER TITLE _____



FUNDRAISER DESCRIPTION (Please explain thoroughly below.):

DATES OF FUNDRAISER: _____

FUNDRAISING REQUIREMENTS & SUGGESTIONS:

1. As a chartered club at Los Alamitos High School, you will need to get approval for any and all on-campus fundraising activities.
2. **IF** you are having students turn in money earned from fundraising directly to the Activities Office, after your event has been approved, you will need to meet with the Activities account clerk (Mrs. Cindy Kistner) to inform her of your event, which club the funds will be deposited to, and the dates of this event.
3. **IF** your club is collecting the raised funds, it is advised that ALL MONIES be deposited into your ASB account so that there is a financial record of your earnings. This way your club can demonstrate to anyone who asks where your money came from AND where it is going.
4. When you are ready to donate your collected monies, you will need to fill out a **PURCHASE ORDER** with the Activities Office to request the printing of a check. You will need to include at least one of the following:
 - a. For **REIMBURSEMENT** (when your club has spent money on a project and an individual needs to be reimbursed): Original receipts for the expenses to be paid.
 - b. For **PAYMENT** (when a bill, or registration payment, have arrived): The ORIGINAL invoice for the payment expected from your club account.
 - c. For **DONATION** (when your club is making a charitable donation to a recognized charity): A copy of the information about the organization that **INCLUDES** their official contact information AS WELL AS a letter or note from your club advisor saying this donation has been approved by your club.

ACKNOWLEDGEMENT:

Club Officer Signature Date

Activities Director Signature Date

Club Officer Name (Print)

Activities Director Name (Print)