

Copies of this form, with any contracts, written agreements and meeting minutes should be filed with the School Administrator.

Name of PSO: _____ School: _____

Contact Person: _____ Phone #: _____

Position in Organization: _____ Organization's Meeting Date (of approval): _____

Purpose of Fund Raiser: _____

Fund Raiser Method & Description (what will be sold, how and at what function it will be sold, etc.): _____

If Fund Raiser is Co-Sponsored (between parent group & student clubs, description of how the fund raising activities and funds will be divided): _____

Location of Fund Raiser (specific room, etc.): _____

Start Date: _____ End Date: _____

All fund raisers must have the approval of the school administrator. District activities that are held for the purpose of fund raising must be initiated, sponsored, and recorded by one of the following groups. Fund raisers that are co-sponsored must be initiated by both groups. Initial all appropriate:

- _____ 1. Dysart Authorized Student Club (Advisor & Club Officers initials required).
We acknowledge that student clubs who sponsor a fund raiser must always deposit funds and record expenditures in the Dysart student activities account and follow the Student Activities Handbook guidelines.
- _____ 2. Dysart Recognized Parent Organization (Officer's initials required).
We acknowledge that parent organizations sponsoring a fund raiser must record receipts and expenditures in the parent organization's checking account. (Joint fund raisers must have the appropriate initials in A and B.)

All Contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund raising, and have been reviewed with a school administrator.

PSO Officer Signature

Date

AUTHORIZATION

School Administrator Signature: _____ Date: _____