

Parent Support Organization Fundraising Approval Form

All fundraisers must have the approval of a school administrator. Activities that are held for the purpose of fundraising must be initiated, sponsored, and recorded by either a PSO or student club per [District Policy 5-212](#) and [Procedure 5-212.C](#).

This completed form, contracts/written agreements, and meeting minutes must be filed with a school Administrator.

Name of PSO: _____ School: _____

Contact Person: _____ Phone #: _____

Position in PSO: _____ PSO Meeting Approval Date: _____

Purpose of Fundraiser: _____

Fundraiser Event Description (what will be sold, how and at what function it will be sold, etc.):

If fundraiser is **co-sponsored between a Parent Support Organization & student club(s)**, provide a description of how the fundraising funds will be divided based on the level of effort of each group per Attorney General Opinion I84-032: _____

Location of Fundraiser (specific room, etc.): _____

Start Date: _____ **End Date:** _____

All Contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fundraising and have been included for School Administrator review.

PSO Officer Signature

Date

AUTHORIZATION

School Administrator Signature: _____ Date: _____

Student Club Deposits Must Be Made Within 30 Days of Fundraiser

Amount Deposited to Student Club: _____ Date of Deposit at School: _____

Admin Sec III or Bookstore Manager Signature of Receipt: _____