

**DEERFIELD COMMUNITY SCHOOL DISTRICT
FUNDRAISING REQUEST AND INFORMATION FORM**

Please complete this form for all fundraising activities **except** assigned concession stand events. Forms completed by coaches should be turned in to the Athletic Director. All other completed forms should be turned in to the building principal.

Club/Sport/Activity _____

Fundraising Start Date _____ Fundraising End Date _____

Description of Fundraising Activity (e.g. product sale, raffle, coupon card, golf outing, etc.) - Please provide as much information as possible

Intended Audience for Fundraiser (e.g. parents/relatives, students, businesses, other)

Fundraising Purpose (what is the money going to be used for?)

Estimated net profit to be deposited to school activity account \$ _____

Signature of Coach/Advisor/Staff Member Date _____

Principal Approval Date _____

Athletic Director Approval (athletics only) Date _____

Copies of completed form to:

___ Business Office ___ School Office ___ Athletic Director ___ Coach/Advisor/Staff Member

(See more information on backside)

Fundraising Information

- Please refer to School Board Policies 5830 and 6605
- Funds raised should benefit the current students when possible
- Vendor contracts should not be signed until this form is complete and approved
- Vendor contracts should not exceed 12 months without approval from the Business Office
- Contact the Business Office before contracting with an individual for services (e.g. DJ, photographer, choreographer, etc.). A completed W-9 form may be needed
- Invoices for services/products need to be submitted as soon as possible to the business office to process payment
- If a check is needed, please complete a check request form and submit to the business office for processing
- District credit cards are available to be checked-out from the business office
- Reimbursements for purchases made with personal funds is highly discouraged
- Pre-payment from customers when selling products is strongly encouraged
- Payments should be deposited before delivering products to customers if possible to avoid NSF check problems

Money Handling Instructions

- Do not use cash collected from fundraiser to pay for expenses – all cash received must be turned in
- Count cash and checks, place in sealed envelope, label with total enclosed and name of activity
- Turn in deposits as soon as possible to the school office or business office
- If appropriate, include roster or other detail of payments with deposit