

Belding Area Schools
Fund Raising Project Request

Organization _____

Adult in Charge _____ Phone _____

Service/Product to be Sold _____

Start Date _____ End Date _____ Dollar Amount Goal \$\$ _____

A. Deposits: It is the administrator's responsibility to enforce controls on all funds collected.

1. Deposits shall be received in the school office before 2:30 p.m. daily. When possible coins should be wrapped and one dollar bills are to be banded in bands of \$100 or \$25 increments.
2. Deposit Worksheets are to accompany all monies.
3. District deposit procedures are to be followed.
4. For BAS funds, the school office will verify the deposit and take it to the bank.
5. All checks are to be made out to Belding Area Schools, Belding Band Boosters, Belding Athletic Boosters or Project Graduation.
6. Checks are NOT to be cashed out of cash received for any individual including school personnel.
7. Cash is not to be left in any building overnight. These funds are not insured and become the responsibility of the sponsor. If money is collected after 2:30 p.m. arrangements for bank night deposits should be made through the building principal's office or the Business Office.

B. Disbursements

1. All purchase requests must be submitted to the building secretary who will generate a requisition for the building principal to approve. The sponsor shall receive a copy of the request via interoffice mail.
2. The sponsor shall sign and attach the receipt/packing slip to the requisition and forward to the Business Office.
3. Invoices will be paid per district policy. When special situations require advance checks, the sponsor is to make arrangements with the building secretary.

C. Contracts

The building principal must give prior approval of all contracts.

Please answer the following questions in as brief a manner as possible:

1. For what purpose will the funds be used? (Attach explanation)

2. How is the service/product to be merchandised? Please include a general description of the geographic area and how it will be canvassed (Attach explanation).

Fundraisers involving community outreach must be approved by BOTH the building principal and the Superintendent and placed on the District Fundraising Calendar. If the fundraiser requires the use of a district facility, the Facilities Office should be contacted prior to approval by the building principal.

Facilities Office Notification: ____ Yes ____ No ____ N/A Approved ____ Not Approved ____

Building Principal _____ Date _____

Superintendent _____ Date _____