

Postville Community Schools



# FUND RAISING APPROVAL FORM

A student organization, class, student group, or any other outside organization must complete this form. Any Postville CSD organization must complete this prior to any fund raising event. This form will be required for any monies pertaining to school events, and will cover summer months. Please make 2 copies and turn in to the appropriate building principal or district office who in turn will forward the form to the Superintendent of Schools. If you have any questions concerning the use of this form, please ask the Superintendent.

Postville CSD Organization

Non-District Organization

Date: \_\_\_\_\_

Organization responsible for Fundraising event: \_\_\_\_\_

Faculty/Organizaiton Sponsor: \_\_\_\_\_

Purpose/Use of funds. (Give specific details of use of funds. See accompanying guidelines.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain fundraising activity: \_\_\_\_\_

\_\_\_\_\_

Approximate gross receipts: \_\_\_\_\_

Approximate net receipts: \_\_\_\_\_

Student Treasurer : \_\_\_\_\_

(Signature)

Sponsor: \_\_\_\_\_

(Signature)

All gross receipts must be placed in the Postville Community Schools Activity Fund through the appropriate principal's office. Any expenses that need to be paid should also be forwarded through the principal's office.

APPROVAL \_\_\_\_\_

(Building Principal's Signature)

APPROVAL \_\_\_\_\_

(Superintendent of School's Signature)

### **Reminders about School Fundraising:**

- **Must have a designated and clear public purpose.**
- **District has the right to direct fundraising that occurs on school sites, during the school day, and during school events.**
- **Student activity funds are public funds and under the financial control of the school board.**

### **Guidelines for Use of Funds:**

- **Funds raised must be directed for a specific public purpose.**
- **Specific purpose must be listed for the use of funds.**
- **Examples: Purchase Equipment, Purchase Uniforms, Cover Organization Activities**