

HURON HIGH SCHOOL FUNDRAISING ACTIVITY REQUEST

- FORM TO BE COMPLETED BY SPONSOR/ADVISOR FOR ALL FUNDRAISING
- FOR USE BY IN SCHOOL CLUBS/GROUPS ONLY
- PLEASE FORWARD THE COMPLETED REQUEST TO THE BUILDING PRINCIPAL'S OFFICE

STEP 1 (Sponsor):

SCHOOL YEAR: _____ SPONSOR'S NAME: _____

PROPOSED DATE(S) OF ACTIVITY: _____

NAME OF CLUB/ORGANIZATION: _____

NATURE OF FUNDRAISING ACTIVITY: _____

LOCATION: _____ TIME(S): _____

OTHER INFORMATION RELATIVE TO THIS REQUEST: _____

As a sponsor of this club/organization, I understand by signing this request, if we do not follow this agreement, all future fundraising activities will be denied.

SPONSOR'S SIGNATURE: _____ DATE OF REQUEST: _____

STEP 2 (Building Principal):

REQUEST APPROVED/DENIED by _____	_____
Building Principal's Signature	Date
REASON DENIED _____	

STEP 3 (Finance):

NAME/NUMBER OF ACCOUNT IN WHICH
MONEY WILL BE DEPOSITED – You may
Refer to Use of School Facilities Board Policy.
(See Huron Finance if you need additional information.)

Name of Account

Account Number

+ + If this is NOT a school account, please DO NOT USE THIS FORM.

SEE REVERSE SIDE FOR RULES AND REGULATIONS REGARDING FUNDRAISING ACTIVITIES

HURON HIGH SCHOOL FUNDRAISING RULES AND REGULATIONS

Huron High School offers a variety of clubs and organizations for students to join. Each club or organization has a school sponsor, who is a member of the faculty or staff. We ask students when they become a member of an organization that they follow a few simple rules that are necessary to comply with policies established by the Board of Education. A financial accounting of each organization and a report may be requested by contacting the Finance Office.

YOU MUST FOLLOW EACH STEP 1-4

1. The club or organization must be registered at Huron High School. This can be done through the Building Principal's Office.
2. The sponsor and the Building Principal must approve all fundraising activities.
3. The sponsor must approve all meetings. Each organization develops its own calendar of meeting times and locations.
4. All purchases must be approved by the sponsor or a grade level principal and must be specified on a purchase order request form, signed by the sponsor and/or grade level principal, then given to the Finance Office to process. A copy of the deadlines for purchase orders to be processed may be picked up at the Huron Finance Office.

+ Any money raised from fundraising activities must be deposited in the approved school account for the club or organization. **There will be no exceptions.**

++ **All groups depositing their profits from fundraising activities into an outside account will be treated as a fee generating and private activity as outlined in the Use of School Facilities Board Policy and will be subjected to all stipulations regarding insurance policies and fees.**

SPECIFICATIONS FOR COMPLETING FUNDRAISING ACTIVITY REQUEST FORM *(front of this sheet)*

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SEE REVERSE SIDE A FOR FUNDRAISING ACTIVITY REQUEST FORM