



**DOMINION HIGH SCHOOL**  
**Fundraising Approval Form - REVISED (7/24/18)**

Date of request: \_\_\_\_\_

PLEASE PRINT

- Group / Organization: \_\_\_\_\_
- Sponsor of the Group / Organization: \_\_\_\_\_
- Beginning Date of fundraiser: \_\_\_\_\_
- Time of fundraiser: \_\_\_\_\_
- Ending Date of fundraiser: \_\_\_\_\_
- Exact location of fundraiser: \_\_\_\_\_

*(For fundraisers within the school, you will need a Building Use form from the Activities Office)*

- Description of Fundraiser including the merchandise to be sold, the name of the proposed vendor, prior vendor history, and product logistics (pick-up and delivery of product): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Expected Receipts (total cash, before costs): \$ \_\_\_\_\_
- Expected Costs: \$ \_\_\_\_\_
- Expected Profit (Receipts - Costs): \$ \_\_\_\_\_
- Profit to be use for: \_\_\_\_\_

**I understand that I must obtain a Purchase Order number for all items that need to be ordered for the fundraiser from Anne Beltrane, Bookkeeper.**

**I understand that I am responsible for the safekeeping of money collected. I also understand that funds must be given to Anne Beltrane, Bookkeeper, on a daily basis by 4:00 p.m. to either be deposited or for safekeeping in the vault.**

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

**\*\*\*\*\***  
**APPROVAL**

Kevin West (Activities / Building) \_\_\_\_\_ Approved: \_\_\_\_ Not approved: \_\_\_\_  
 Dwayne Peters (Athletics) \_\_\_\_\_ Approved: \_\_\_\_ Not approved: \_\_\_\_  
 John Brewer (Principal) \_\_\_\_\_ Approved: \_\_\_\_ Not approved: \_\_\_\_  
 Pre-Approval Initials \_\_\_\_\_ Approved: \_\_\_\_ Not approved: \_\_\_\_

Please return to Anne Beltrane. A copy will be placed in your mailbox once approved. **This form must be turned in for auditing purposes. Thank you.**

(Date copied: \_\_\_\_\_)