

Ashburnham-Westminster Regional School District

FUND RAISING REQUEST FORM

Schools, Classes, Clubs & Private Organizations

(Please see: A.W.R.S.D. FUND-RAISING POLICY)

Please check all that apply:

- Charitable Fund-Raising: Money/items raised for a specific charitable cause (i.e.-Toys For Tots, food pantry).
- Profit Fund-Raising: Money/items raised to directly/indirectly service the school district and the students.
- Are you requesting that students take advertisement home? (please attach)
- Are you requesting that something be posted on school premises? (please attach)

School/Grade: _____

Group/Advisor(s): _____

Name of Fund Raiser: _____

Date(s) of Fund Raiser: _____

Contact Person/Phone #: _____

E-Mail: _____

Description of fund raising event. Include specific purpose and use of funds generated and any incentives. Only group incentives shall be approved (i.e. – teams, grade levels, school, etc). Any other request for incentives may be considered on a case by case basis by the Superintendent of Schools.

Sponsor's Signature	Date
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Approval by School Principal	Date
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Approval by Superintendent of Schools	Date
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Forms must be completed and approved by the Superintendent of Schools prior to the start of any fund-raiser.

All funds raised through activities involving students and under the auspices of A.W.R.S.D. are to be processed through the Student Activity Fund Treasurer. The Student Activity Fund is the only account that has the authority to use the district's tax-exempt number. The fund operates to insure proper accountability of public funds and helps to protect you. No school activity or group is authorized to have an outside bank account. See the Student Activity Fund Treasurer if you have any questions.

Deposit monies are to be counted, bills banded and coins rolled by school group and then deposited with the Fund Treasurer. All payments must be done by check from the Student Activity Fund. Deposits and checks requests must have the group advisor signature. Advisors are responsible for certifying amounts of deposits and checks. Forms are available from the Student Fund Treasurer. Advisors are to exercise extreme caution when handling student funds. Keep accurate records that you can compare to the Student Activity Fund financial reports. A safe is available to protect cash deposits in the main office. Student Funds are never to be kept in classrooms or stored by the advisor except in the above mentioned safe or with the Student Fund Treasurer.