



Corbett School District Fundraising Event Application

Group & Advisor Name: _____

Who will be helping with the fundraiser: _____

Date (s) of Fundraiser: _____

Location (s) of Fundraiser: _____

You may only collect cash or check. Use of websites is strictly prohibited.

Purpose of Fund Raiser: _____

Description of Fundraiser: _____

Estimated Related Costs: _____ \$ _____

Estimated Related Income: _____ \$ _____

Estimated Profit: \$ _____

Account Name: _____ Acct #: _____

What account will cover a loss, should one occur? _____

Corbett School District
Fundraising Event Application (Page 2 of 2)

CASH BOXES

- Should be requested from the advisor allowing sufficient time for preparation.
- Should be picked up as close to the time of the event as possible.
- Must always be kept in a secure location and in double custody whenever possible.
- Must be counted at receipt to verify start up cash and cash reconciliation form initialed.
 - **Gates** - pre-numbered tickets must be used.
 - Write down the beginning and end number of ticket rolls for reconciliation purposes.
 - Include reconciliation of tickets issued & cash received when box is returned.
 - **Offsite fundraisers** -track sales manually, double custody of cash.
- An adult advisor should be assigned to each cash collection site to monitor cash handling.
- The use of counterfeit detection pens is encouraged for bills \$20 & over.
- Cash must be counted by two people at the end of the event, denominations entered on the cash reconciliation form which is signed by both people counting and returned with the cash box.
- Cash box must be returned to the school safe as close to the end of the event as possible.
 - **Cash/checks may never be deposited to a personal bank account.**
 - **Payments may NEVER be made from this cash.**
 - **During summer or other school breaks you may contact the Business Office at 503-261-4268 for deposit of funds.**

GENERAL RULES

- Additional security steps may be added by the school to ensure best practices for their location.
- **In the event of loss or theft of money or personal information** related to a payment made to CSD **the Business Office/or Human Resources should be notified immediately at 503-261-4268.**
- If outside groups are running concessions or fundraisers a sign must be posted stating which group is collecting funds and how the funds will be spent.
- **Use of public funds or use of Debit/Credit card information in violation of Board Policy, administrative regulations, these guidelines and/or State and Federal laws, will result in discipline up to and including dismissal and/or referral to law enforcement officials as appropriate.**

I have read, understand and will comply with the above procedures and guidelines.

Advisor Signature: _____ Date: _____

Approvals-REQUIRED BEFORE ANY SETUP OR ADVERTISING CAN BEGIN

Administrator Notes: _____

Building Administrator Signature: _____ **Date:** _____

Business Director Signature: _____ **Date:** _____

Superintendent Signature (if required): _____ **Date:** _____