



## Fundraiser Information

In order to have a successful fundraiser, it is imperative that you adhere to the following procedures. Failure to do so will cause your ASB account to be frozen with any unapproved funds transferring back to ASB General.

1. All teams and clubs *must have written approval from the ASB office before* beginning your fundraiser. (A copy of this form will be returned to the advisor/coach mailbox).
2. All proceeds of fundraiser items must be turned into the finance office in a timely manner. The funds will go into your club's ASB account.
3. The Westview logo, font, specs, and colors must be specifically adhered to when ordering clothing or personalized items.
4. No two groups will be approved to have a similar "on campus" fundraiser on the same day.
5. No raffles or games of chance can be used *at any time*.
6. Food sales and concessions must be 30 minutes after the end of the school day.
7. Off campus activities require an advisor to be present and additional forms may be required.

## Fundraiser Request Form

Name of Club or Organization: \_\_\_\_\_

Off Campus \_\_\_\_\_ or On Campus \_\_\_\_\_ \*if on campus, please complete custodial request form

Description of item you would like to sell: \_\_\_\_\_

Quantity you are ordering: \_\_\_\_\_ Selling Price of Item: \_\_\_\_\_

Desired Date(s) and Times: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone Number or email: \_\_\_\_\_

### \*ASB Use Only

Club Advisor's Name: \_\_\_\_\_

Club Advisor's Approval Signature: \_\_\_\_\_

Club Commissioner's Approval Signature: \_\_\_\_\_

ASB Advisor's Approval Signature: \_\_\_\_\_

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