

# DEL **DN** NORTE

## Fundraiser Application

In order to have a successful fundraiser, it is imperative that you adhere to the following procedures. Failure to do so will result in the proceeds being deposited into the ASB General account.

1. If your fundraiser requires facilities use on the DNHS campus, please complete a DNHS Activity Request Form. DNHS Activity Request Form MUST be submitted TWO SCHOOL WEEKS prior to the event.
2. All teams and clubs must have approval from the ASB office before beginning your fundraiser. This is mandatory for both on and off campus fundraisers.
3. All monies must be turned into the finance office with a completed Deposit Reconciliation form in a timely manner. The funds will go into your club's ASB account.
4. The Del Norte logo, fonts, specs and colors must be specifically adhered to when ordering clothing or personalized items.
5. Each group is only allowed 10 school days in which to sell items on campus. Off campus fundraisers are unlimited but must still be approved.
6. No two groups will be approved to have a similar on or off campus fundraisers on the same day.
7. In accordance with state and federal policies, no food product may be sold on campus except between the hours of 4pm and midnight.

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Please print clearly and complete each blank. Please submit the appropriate form (scan or picture), listed below, to [dn.asbfundraising@gmail.com](mailto:dn.asbfundraising@gmail.com). You will be contacted via email with the final approval. If the club advisor is not able to physically sign this form, please have them email [dn.asbfundraising@gmail.com](mailto:dn.asbfundraising@gmail.com), stating that they approve of this fundraiser. Please make sure the club name and specific fundraiser is included in the email.

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

Fundraiser & Description: \_\_\_\_\_

Desired Dates for Fundraiser: \_\_\_\_\_

Which type of Fundraiser? (Check One): On Campus: \_\_\_\_\_ Off Campus: \_\_\_\_\_

Quantity you are ordering (if applicable): \_\_\_\_\_ Selling price of item: \_\_\_\_\_

Anticipated income? \$ \_\_\_\_\_ Anticipated Expense \$ \_\_\_\_\_

How will profit be used? \_\_\_\_\_

\_\_\_\_\_

Club President's Signature: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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APPROVED? \_\_\_\_\_

\_\_\_\_\_  
(ASB Treasurer's Signature)

\_\_\_\_\_  
(ASB Advisor's Signature)