

**Monrovia Unified School District
Business Services**

Administrative Regulation 1321-b

**School Fundraisers - PTA/Boosters/ASB
Fundraising Activity Approval Form**

School: _____ Date: _____

To: _____, Principal

From: _____, Name and Title
_____, Organization

Re: Fundraising Activity
• Sponsored by a School-Related Organization (PTA, Booster Clubs, etc. or ASB)

Approval is requested for:

The following fundraising activity

• Description of activity/sale item:

• Purpose of fundraiser:

• Date(s) of activity:

• Location: on-campus off-campus

• Cost of sales/items/service:

• Profit/percentage return on sales:

• Sponsors:

• Account Number:

The fundraising activities listed on the reverse side or attached.

Legal Status: AR 1321 requires prior written approval from the site principal or designee for fundraisers (sales and solicitations) conducted by school-related organizations.

Approval of Principal/Designee: **Approved** **Not Approved**

Rational: _____

Signed: _____ Date: _____
Principal/Designee

Fundraising Activity Approval Form

1) **Description of Activity:** _____
Purpose: _____
Date(s) of Activity: _____
Location: _____

Cost of Sales/Items/Service: _____
Profits/% of Return: _____
Sponsors: _____
Account Number: _____

2) **Description of Activity:** _____
Purpose: _____
Date(s) of Activity: _____
Location: _____

Cost of Sales/Items/Service: _____
Profits/% of Return: _____
Sponsors: _____
Account Number: _____

3) **Description of Activity:** _____
Purpose: _____
Date(s) of Activity: _____
Location: _____

Cost of Sales/Items/Service: _____
Profits/% of Return: _____
Sponsors: _____
Account Number: _____

4) **Description of Activity:** _____
Purpose: _____
Date(s) of Activity: _____
Location: _____

Cost of Sales/Items/Service: _____
Profits/% of Return: _____
Sponsors: _____
Account Number: _____