

**Monrovia Unified School District
Business Services
School Fundraisers - Staff/Student
Fundraising Activity Approval Form**

School: _____

Date: _____

To: Chief Business Officer

From: _____, Principal

Re: Fundraising Activity

- By Students or Staff - Elementary Level
- By Students or Staff for Activity Not Sponsored by ASB or Another Official School Organization - Secondary Level

Approval is requested for the following fundraising activity:

- Description of activity/sale item:

- Date(s) of activity:

- Location of sales/service:

- Sponsors:

- Purpose of fundraiser:

I hereby certify that:

- The Revenue Potential Calculation - AR 1321-a(1) is completed and attached
- All sales will be recorded and reported to the Business Office on AR 1321-a(2)
- All funds will be deposited, with sales records, to the Business Office at the at the end of fundraiser.

Signed: _____

Date: _____

Approval of Business Services:

Approved

Not Approved

Rational: _____

Signed: _____

Date: _____

Chief Business Officer