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**Ohio Revised Code 3315.062 - Student Activities**  
**This form must be completed prior to holding a fundraiser.**  
**Signatures must be in place to obtain authorization for all fundraisers.**

This form is designed to account for the income (actual and projected) from sales projects conducted by student activity programs.

The purpose is to obtain approval from administrators, prior to the fund raiser. The purpose is also to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with board policies.

**All statements below must be read and initialed by the Advisor to affirm they understand the guidelines and procedures required for fundraising.**

- I understand that I am responsible for keeping detailed records pertaining to the following (if applicable):
- List of students and the number of items issued to students for fundraising (Ex: 10 cards, 20 tickets, etc). If you're holding a camp, we need a detailed list of students attending and the method of payment (cash, check).
  - Number of items sold, to whom, the amount, method of payment (cash, check), or the amount of items the student returned (didn't sell).
- I understand that any funds collected must be deposited within **three business days** as per Ohio Revised Code. This includes turning in any funds collected to the athletic secretary or building secretary and filling out a "Receipt Report" with details of items sold, to whom, and the corresponding amounts which should total the amount of the deposit. You may send over a separate spreadsheet with these details by writing "see attached" on the Receipt Report.
- I understand that if there are any expenses for this fundraiser, I will have the secretary submit a requisition for prior approval of the expense and provide the invoice to Accounts Payable for payment when received. Reimbursements to Advisors for expenses paid out of their own pocket is not allowed without prior approval from the Treasurer prior to the purchase.
- I understand that as the Advisor, I am responsible for maintaining these records and communicating to students the importance of proper fundraising procedures.
- I understand that a **Completed Project** form 5830 F3 must be submitted within two weeks after the completion of the fundraiser/project.

**PLEASE PRINT:**

Organization (Student Activity): \_\_\_\_\_

Sponsor/Advisor: \_\_\_\_\_ Bldg/Dept: \_\_\_\_\_

Name of Proposed Sales Project: \_\_\_\_\_

Vendor Name (If you are buying products): \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Quantity to be ordered: \_\_\_\_\_ Cost per unit: \_\_\_\_\_

Proposed Sales Price per Unit (or ticket price) From: \_\_\_\_\_ to \_\_\_\_\_

Date of Sale: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

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Requested by:

Approved by:

\_\_\_\_\_  
Sponsor/Advisor Signature                      Date

\_\_\_\_\_  
Principal/Dept Admin Signature                      Date

\_\_\_\_\_  
Treasurer Signature                      Date

\_\_\_\_\_  
Superintendent Signature                      Date