

**Grass Lake Community Schools**  
899 South Union Street, Grass Lake, MI 49240  
(517) 867-5540 - Fax (517) 522-8195

**FUNDRAISING ACTIVITY FORM**

Name of Group Sponsoring Activity

Teacher/Advisor  Phone Number

Beginning of Sale  End of Sale

Describe activity or items to be sold

Number of students involved  Amount of money projected to be raised

Fundraising Company

Company contact person/telephone number

**All fund raising activities must be approved one month before the beginning of the sale.**

Teacher/Advisor Signature Date

Principal Signature Date

Approved  Not Approved

Superintendent Signature Date

Comments

**PLEASE READ THE ATTACHED GUIDELINES.**

TO: Teachers/Advisors  
FROM: Ryle Kiser, Superintendent  
DATE: December 21, 2016  
RE: Fundraising Guidelines

## **FUNDRAISER GUIDELINES**

- A Fundraising Activity Form must be filled out and approved by the Principal and Superintendent one month prior to start of activity.
- All money must be deposited into an Activity Account through the Superintendent's Office.
- All checks should be made out to Grass Lake Community Schools.
- A ledger must be kept with a record of all receipts and disbursements.
- All check requests must be accompanied with a receipt.
- Do not leave cash in drawers or tucked away; deposit it as soon as possible.