



# Westlake High School Fund Raiser Request Form



Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Advisor/Coach: \_\_\_\_\_

Duration of Fund Raiser      Date Beginning: \_\_\_\_\_      Date Ending: \_\_\_\_\_

Location of Fund Raiser: \_\_\_\_\_

Describe your Fund Raiser \_\_\_\_\_

\_\_\_\_\_

Expected Revenue: \$ \_\_\_\_\_

Is this Fund Raiser taxable?    YES      NO

What will the funds be used for?

\_\_\_\_ Camps/Clinics

\_\_\_\_ Transportation

\_\_\_\_ Uniforms

\_\_\_\_ Tour

\_\_\_\_ Equipment

\_\_\_\_ Other \_\_\_\_\_

How will the money be collected and reconciled?

\_\_\_\_ Receipted by Finance Office

\_\_\_\_ Ticket Sales

\_\_\_\_ Coupon Sales

\_\_\_\_ Product Sales

\_\_\_\_ Service Sales

\_\_\_\_ Other \_\_\_\_\_

(Please Describe)

Account(s) to be credited with funds \_\_\_\_\_

Are all the students in the organization required to participate?    YES      NO    (circle one)

Number of fund raiser your organization has participated in this year (to date) \_\_\_\_\_

Show evidence of parent notification and support of the proposed fund raiser \_\_\_\_\_

\_\_\_\_\_

***I understand that I must provide an accounting with school administration concerning all receipts of funds and provide the appropriate reconciliation form after the event. I also understand that all fund raisers must have administrative approval before any contracts are signed or the fund raiser is initiated.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator Approval \_\_\_\_\_

Date \_\_\_\_\_

*Under Utah law, it is illegal to operate a scheme where a person gives something of value in order to obtain a chance to win something of value. All appearances of a raffle or lottery must be avoided (Utah Criminal Code 76-10-1101, 76-10-1102).*