

# **KNOW BEFORE YOU GO!!!**

**FOLLOW THE FOLLOWING RULES BEFORE YOU START YOUR FUNDRAISER!!**

**APPROVAL MUST BE OBTAINED 30 DAYS BEFORE YOU START YOUR FUNDRAISER!!**

## **PLAN AHEAD!!!**

- 1. FILL OUT APPLICATION.** You can get a copy of this document on the website under Employees or you can grovel for one at the Finance office.
- 2. TURN IN YOUR APPLICATION** Fund Raiser Applications **MUST** be turned in to Kjristina Hill in the Finance Office. If she doesn't have it, it doesn't exist. Applications must be received in the Finance Office 30 days before your Fundraiser begins!!
- 3. GET APPROVAL!!!** Administrators will be approving Fund Raiser Applications on Mondays. Kjristina will notify you if your application has been approved via email. If it is denied, you will receive your application back from the Admin. **REMEMBER: Your application MUST be Approved in the Finance office 30 days before your Fundraiser BEGINS!!!**
- 4. SIGN CONTRACT WITH VENDOR** Once application has been turned in and approval is given, you can contact the Vendor to get started.
- 5. PROCEED WITH FUNDRAISER!** Please remember to follow the STP rules regarding collection of your funds.