

**Blue Valley USD #229  
Fundraising Authorization Form**

School Name \_\_\_\_\_

**A: Request**

I, \_\_\_\_\_ do hereby request on \_\_\_\_\_  
(Staff Member/Sponsor) (today's date)

authorization to collect money for the \_\_\_\_\_  
(Club /Activity)

Please complete section below in entirety.

<b>Description of Fundraiser</b>	<b>Anticipated Items to be purchased with money</b>	<b>Estimated Collection</b>	<b>Anticipated Fundraising Time Frame</b>
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**B: Authorization**

The above request is (Approved - Not Approved).  
(Circle one)

If approved, refer to fundraising guidelines available from your building principal.

This request was not approved because \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Building Principal)

Approval: \_\_\_\_\_ Date \_\_\_\_\_  
(Elementary/Middle Schools Only)

**After authorization:** White copy to principal      Yellow to sponsor      Pink to building bookkeeper

# Blue Valley USD #229 Student Activity Funds

## Cash Activity Reconciliation

<b>Event:</b>	<b>Date:</b>
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TICKETS USED	Adult	INT	Adult	INT	Student	INT	Student	INT	
A. Ending Ticket Number									
B. Beginning Ticket Number (Filled by bookkeeper)									
C. Number of Tickets Sold									
D. Ticket Price for Event.....	\$		\$		\$		\$		Total
E. Total Gross Revenues (C X D).	\$		\$		\$		\$		\$

1. Count Total Cash in Box.....
2. Fill in Beginning Seed Money Amount.....    
(Filled in by bookkeeper) Initial  
by seller
3. Fill in Total Gross Revenues from above (line E above).....
4. Over/Short Cash (Line 1 subtract lines 2 and 3).....

I certify that the above information is true and correct:

Individual Selling tickets: \_\_\_\_\_

Individual Collecting ticket stubs: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Posted Date: \_\_\_\_\_ by Bookkeeper \_\_\_\_\_

Confirmed Date: \_\_\_\_\_ by Activities Director/Sponsor \_\_\_\_\_

Notes: \_\_\_\_\_

Legend =  bookkeepers to initial       = ticket seller to initial





**Blue Valley School District #229**  
**Money For Deposit**  
**Activity Accounts Only**  
(Required form to submit monies to Bookkeeper)

Sponsor/Teacher Name \_\_\_\_\_

Club/Activity Name \_\_\_\_\_

Checks Total \$ \_\_\_\_\_

Cash Total \$ \_\_\_\_\_

Grand Total Deposit \$ \_\_\_\_\_

Source of Revenue \_\_\_\_\_  
(i.e., Concessions, Magazine Sales, Yearbook Ads)

Received by: \_\_\_\_\_ Confirmed by: \_\_\_\_\_

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

Listing of individuals collected from: (Or attach listing already prepared, i.e., class roster for field trip money, bowling money, etc.)