Pioneer Middle School
ASB Fundraising Approval Form

Person making request: ______________________________ Date: ___________

Club or Activity represented: _______________________________________________

Purpose of request: _____________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
Total cost of supplies: __________________________________________________

If money is being donated to a Third Party organization, please include the name and
address of the organization:
________________________________________
________________________________________
________________________________________
________________________________________

****************************************************************************************************

STUDENT EXECUTIVE COUNCIL ACTION
Request Approved: ________________ Request Denied: ________________

________________________________________
Signature of Presiding President            Date: __________________

Reason Denied: _________________________

****************************************************************************************************

ADMINISTRATIVE ACTION
Request Approved: ________________ Request Denied: ________________

________________________________________
Signature of Administrator                  Date: __________________
Directions for completion of requisition:

- Person making request obtains a form from the folder in the ASB mailbox in the workroom.
- Complete the form and return it to the folder in the ASB mailbox by 3:00 pm each Thursday.
- You will be notified of our next meeting and will be required to send a representative to the meeting to propose your idea.
- Once your proposal has been presented to the ASB Executive Council, they will discuss and vote on whether or not to approve or deny your request.
- ASB Advisor will notify you once ASB & Administrative approval has been given.

**If you are requesting to buy items for your fundraiser from a vendor, you must include an ASB Requisition form with the Fundraising request. This is to request a Purchase Order that will be mailed directly to the vendor.**