

## Hofius Fundraising Procedures

2018/2019

The district will be utilizing an online fundraiser approval form this year. You must use a bided vendor. This applies to all organizations. At the bottom, you will find a link for this new form. Here are a few tidbits regarding the new process:

1. Moving forward all fundraisers are first approved at the district level and then they will come to Jim Collins for her approval.
2. Please use the link below to request a fundraiser if you are a club or organization.
3. Please remember that you are allowed three fundraisers per year and only two are tax free.
4. Spirit Nights will still need to be accounted for using the same process.
5. The **deadline** for requests is **October 15**.

**PLEASE DO NOT START YOUR FUNDRAISER BEFORE IT HAS BEEN APPROVED!!**

**PLEASE DO NOT TURN IN MONEY TO MS. CHARBONNEAU IF YOUR FUNDRAISER HAS NOT BEEN APPROVED!!**

This is very new to all involved, so please be patient as we move through this transition.

The Hofius form link is: <https://goo.gl/forms/pPCXtan7obPyag63>