Dear Student,

If you have chosen to conduct a fundraiser on behalf of an established non-profit organization for your Senior Project, please know that you are acting as an agent of Destrehan High School. This means that Destrehan High School is ultimately responsible for the monies received and disbursed by you. In order to maintain accurate records, you must follow the procedure below.

I. Fundraisers held on campus MUST be sponsored by a DHS club/organization/sport AND be approved by administration before you can begin. The supervising teacher must submit the appropriate fundraising forms to Beverly Chester in order to be assigned a sales date.

II. A recognized DHS club/sport/organization must manage the funds. Deposits MUST be made daily. Receipts must be given for every sale over $2.00.

III. Check disbursement must be requested through the bookkeeper, following usual procedures.

IV. Complete the information below and submit with your Letter of Intent for approval.

_________________________________________         ________________________________________
Student Name                                    DHS Host Sport/Club/Organization/StC

_______________________________________
Sponsor’s Name & Signature

_______________________________________
Administrative Approval

Date

Briefly describe what you are selling:

____________________________________
____________________________________
____________________________________

Requested Sale Dates:

____________________________________