



AAF Represented Fundraiser Registration Procedures

To hold a fundraiser in which Amundsen Athletics Foundation (AAF) will represent your team and manage your funds you must first receive approval and register your fundraiser with AAF. Once this occurs AAF will present the fundraiser proposal to the Local School Council (LCS) who must give formal approval to proceed.

When requesting AAF representation for your team fundraiser you must follow these steps:

1. Discuss your fundraiser with the Athletic Director and obtain permission to proceed.
2. If the Athletic Director gives you permission to proceed, must complete the [AAF Fundraiser Assistance / Representation Request Form](#)
3. A representative from the AAF will contact you to confirm receipt of the form and discuss any information that requires clarification. The AAF member will also advise you of the timeline required to complete the review of your request.

AMUNDSEN ATHLETICS FOUNDATION

Fundraiser Assistance / Representation Request Form

All fundraisers must be discussed with and approved by the Athletic Director. The Athletic Director will decide if the fundraiser is eligible for consideration of assistance and representation by the Amundsen Athletics Foundation (AAF). If eligible, you must complete this form for your fundraiser to be considered by the AAF Board. If AAF chooses to represent your fundraiser they will submit an official request form to the Amundsen Local School Council (LSC) for formal approval. AAF will notify you of the LSC decision and advise you of what the next steps are.

Date _____ Amundsen Sports Team _____

Team Coach and / or Parent Contact _____

Name of Initiative _____

Brief Description of Initiative _____

Goal \$ _____ (low) \$ _____ (high) Start Date _____ End Date _____

Last Fundraiser: Name _____ Start Date _____ End Date _____

Amount Raised \$ _____ How Were Proceeds Used _____

Foundation Involvement(s):

___ Accept Cash Deposits and Manage Funds

___ Online Credit Card Payment Processing

___ Online Donor Box Payment Set-Up & Processing

___ Online Ticketing

___ AAF Web Site Use / Advertising

___ Volunteer Resources (requires separate protocol)

___ Consultation

___ Other: _____

Fundraiser Proceeds Student Scholarship Commitment _____ %

