



## FUNDRAISING CONTRACT

Anytime a Club, Organization or Service wishes to generate income for their group (i.e. fundraise), the President and/ or Treasurer must meet and sign a contract with the Finance Coordinator.

Bylaws relating to fundraising:

1. All PSGA Bylaws must be adhered to during a fundraising event.
2. A Fundraising Log Sheet must be requested from the Business Manager 48 hours before the fundraising event. During the fundraising event, all funds received must be tracked by the President/Treasurer through the event.
3. All money generated by a club or organization's fundraiser must be accounted for and turned into the PSGA Business Manager's office within 24 hours of the event. This money will then be deposited in your budget account.
4. For safety and health concerns, the PSGA requires that any food sold for the purposes of fundraising be provided by a licensed food establishment or caterer. Food for events may not be cooked and provided by any individual or entity that is not properly licensed. An invoice from the food provider must be attached to the paperwork turned into the Finance Coordinator.

Failure to comply with the above-stated bylaws will result in a ban on your group's ability to fundraise for the period of eighteen (18) months. Additionally, the Finance Committee will perform a review of the Club or Organization's financial situation and take action as seen fit, up to and including the freezing of the group in question's budget.

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Signature (Treasurer or President)

\_\_\_\_\_  
Group

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date