

# FUNDRAISING

**TO ALL COACHES, ASSISTANTS OR VOLUNTEERS:**

- 1. ANY FUNDRAISING EVENT FOR YOUR TEAM MUST BE APPROVED BY THE ATHLETIC COORDINATOR!**
  
  - 2. AN ELECTRONIC FUNDRAISER REQUEST FORM MUST BE COMPLETED BY THE COACH FROM LOTUS HOME PAGE (if you are a coach who is also a teacher at ACS)**
  
  - 3. *OR* IF YOU DO NOT HAVE ACCESS, INFORMATION MUST BE SUBMITTED TO THE ATHLETIC SECRETARY WHO WILL COMPLETE THE ELECTRONIC FORM FOR YOU.**
- For questions about fundraising, please contact Donna Ciurzynski in the Business Office at (716)542-5024.
  
  - The Financial Handbook for Extra-Curricular Activities is available on the Business Office section of the school website.

**DO NOT BEGIN A FUNDRAISING EVENT WITHOUT PROPER APPROVAL!**