

Fund-Raising Permission Request

Instructions

1. The Permission Request (2 pages) must be completed and submitted to the principal or designee for approval before the fund-raiser is held. The Principal will return the form to the individual requesting permission. A copy will be submitted to the Chief Financial Officer after the principal or designee has approved the request.

2. The Operating Report (2 pages) shall be prepared promptly upon completion of the fund-raising activity. A copy of the form should be retained by the organization sponsor and the original should be turned into the financial secretary (secretary that handles the school's finances) no later than one week subsequent to the projected end date of the fund-raiser as stated on the Permission Request, a copy must be submitted to the Chief Financial Officer.

If a PTO or Booster Club is holding the fund-raiser, the Operating Report should be provided to the organization's Treasurer and not the school. The organization is responsible for handling the money received and the related expenditures as well as keeping the fund-raiser records as required for record retention.

Campus _____ Date _____

Organization _____ Sponsor _____

Specific Purpose(s) for which the net proceeds are to be used:

Activity Fund Account(s) that will receive the net proceeds (Account #):

Account # _____

Account # _____

Description of Fund-Raiser: _____

What is being Sold: _____

Is Vendor on the approved vendor list? Yes _____ No _____

Vendor Name _____ Vendor Representative _____

Vendor Address _____ Vendor Phone # _____

Type of Fund-Raiser Catalog Sale _____

Single Item Sale _____

Concessions _____

Other – Describe: _____

Sponsor/Person Requesting Permission

_____/_____/_____
Date

Fund-Raising Permission Request

Fund-Raiser Start Date _____ / ____ / ____ **Fund-Raiser End Date** _____ / ____ / ____

Due Date for Operation Report (1 Week after the Fund-Raiser End Date) _____ / ____ / ____

Major Fund-Raiser This is the 1st ____ 2nd ____ 3rd ____ major fund-raising activity for the school year that I have requested for this group.

Minor Fund-Raiser This is the 1st ____ 2nd ____ 3rd ____ minor fund-raising activity for the school year that I have requested for this group.

Does sale price Include Sales Tax? Yes _____ No _____

Is this a “one-day, tax-free: sales only?” Yes _____ No _____

Each organization or campus is allowed to two “one-day, tax-free” sales days per calendar year (January thru December)

If yes, 1st ____ 2nd ____

Expected Profit

Estimated Revenue	\$ _____
Less: Estimated Cost of Fund-Raiser	\$ _____
Equals: Estimated Profit (Net Proceeds):	\$ _____

With this Permission Request, submit details of the fund-raiser to be held such as the brochure, flyer, t-shirt or product design, and any other pertinent information.

ATTATCH Fund-raiser Contracts and/or Agreements

As the sponsor of this fund-raiser,

- I agree to conduct this fund-raiser in compliance with district policies.
- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will exercise strict control over all products in my possession.
- I will provide all money received along with the name and amount turned in by student [parent] to the secretary/bookkeeper daily for deposit.
- I will have all expenditures paid through the secretary/bookkeeper.
- I am responsible for completing the Operating Report for this fund-raiser and will turn in all records to the secretary/bookkeeper within one week of the projected end date of the fund-raiser.

_____/_____/_____ _____/_____/_____
 Sponsor/Person Requesting Permission Date

<input type="checkbox"/>	APPROVED	_____	_____/_____/_____ Date
<input type="checkbox"/>	DENIED	Principal or Designee	

Fund-Raising Permission Request
(to be completed by Secretary/Bookkeeper)

Campus _____

Organization _____

Sponsor _____

Fund-Raiser Start Date _____ / ____ / ____ Fund-Raiser End Date _____ / ____ / ____

Operating Report Due Date _____ / ____ / ____

Type of Fund-Raiser _____ Catalog Sale _____ Single Item Sale
_____ Concessions _____ Other - Describe: _____

Vendor _____

Description of Fund-Raiser _____

What items are being sold? _____

Does price of item(s) include sales tax? _____ YES _____ NO

Which **Taxable Sale Category** does this fund-raiser fall under? _____ Non-Taxable Sale _____ Taxable Sale

If **Taxable Sale** - Sales Tax should be paid to: _____ Vendor _____ Texas Comptroller

Is this sale being claimed as one of your "**one-day, TAX FREE DAY**" sales? _____ YES _____ NO

Which of the following is attached? _____ Brochure _____ Flyer _____ T-Shirt or Product Design
(Must Select One)

_____ Contract _____ Agreement _____ Other

Requisition Number for this fund-raiser _____

Secretary/Bookkeeper Signature _____ / ____ / ____
Date

Principal Signature _____ / ____ / ____
Date