

Fundraising Permission Request (for Activity Funds)

Please submit to the Principal or designee for approval at least two weeks before the fundraising activity. The Principal will retain a copy and return the original form to the individual requesting permission.

Campus: \_\_\_\_\_ Date: \_\_\_\_\_

Club Name: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor's local representative: \_\_\_\_\_

Vendor's Address: \_\_\_\_\_

Vendor Phone: (local rep) \_\_\_\_\_ (national): \_\_\_\_\_

Website address: \_\_\_\_\_ E-mail address: (local rep) \_\_\_\_\_

Permission is requested to conduct the following fundraising activity: ((ie, candy sale, car wash, etc.) \_\_\_\_\_

Specific purpose(s) for which the net proceeds are to be used: \_\_\_\_\_

Date(s) of Fundraiser: Beginning \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_

Have all outstanding debts from previous activities been collected? \_\_\_\_\_ If no, amount outstanding: \_\_\_\_\_ \*\*

Estimated Revenue: \$ \_\_\_\_\_

Less: Estimated Cost of Fundraiser: \$ \_\_\_\_\_

Equals: Estimated Net Proceeds: \$ \_\_\_\_\_

- 1. Are items being sold taxable? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. If yes to #1, will this event count as a "one-day, tax-free" sale day? Yes \_\_\_\_\_ No \_\_\_\_\_;
- 3. If yes to #2, are you using the school or a bona fide organization's tax free day? \_\_\_\_\_

Will this be the school's/organization's 1<sup>st</sup> or 2<sup>nd</sup> tax-free sale day for the calendar year (Jan-Dec)? \_\_\_\_\_ (1st/2<sup>nd</sup>)

As the sponsor of this fundraiser,

I agree to conduct this fundraiser in compliance with UIL, state, federal and district guidelines.

I understand that I am personally responsible for all funds collected & for keeping accurate records. Any losses due to my failure to follow established rules and procedures become my responsibility.

I will exercise strict control over all products and money in my possession.

I will submit all money received along with the student or parent names and amounts to the secretary/bookkeeper daily for deposit.

I will notify Accounting promptly of all outstanding debts so that appropriate action may be taken.

I am responsible for completing and submitting the Fundraising Recap to the campus Secretary/bookkeeper and if applicable, the Club treasurer, within one week after the end date of the fund-raiser.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Sponsor's Name Signature Date

\*\*To be completed by Secretary or bookkeeper. NOTE to principals: Sponsors who do not properly manage their activities and have large monetary amounts outstanding should not be allowed to conduct subsequent fundraising activities.

APPROVED  DENIED \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Principal/Designee Date

Principals: Please keep a copy of this approval and instruct your secretary/campus bookkeeper to attach the Fundraising Recap submitted by the Sponsor at the conclusion of the fundraiser.