

**WAXAHACHIE INDEPENDENT SCHOOL DISTRICT  
FUND-RAISING ACTIVITY APPLICATION**

(Revised 10/14/14)

- Activity Fund
- Booster Club/PTO

Date of Request: \_\_\_\_\_ Campus: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Sponsor Phone: \_\_\_\_\_

Sponsor Email: \_\_\_\_\_ Club/Organization Name: \_\_\_\_\_

Beginning Date of Sale: \_\_\_\_\_ Ending Date of Sale: \_\_\_\_\_

Final Date for Money Collected: \_\_\_\_\_

Describe the product or activity (include all supporting documentation): \_\_\_\_\_

Method/Location of Sale (No door-to-door sales allowed): \_\_\_\_\_

Detailed information regarding the intended use for collected profit: \_\_\_\_\_

Vendor/Supplier: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**FOR SCHOOL-SPONSORED OR STUDENT ORGANIZATIONS ONLY:**

(FOR SALE OF TAXABLE ITEMS)

- This is the 1<sup>st</sup> money-raising activity requested by this organization/group for this school-year.
- This is the 2<sup>nd</sup> money-raising activity requested by this organization/group for this school-year.

**Estimate the following:**

**Cost:** \$ \_\_\_\_\_

**Sales:** \$ \_\_\_\_\_

**Profit:** \$ \_\_\_\_\_

By signing this document, I, the sponsor, have requested permission to conduct a money-raising activity, and will be responsible for the preparation of the Operating Report attached with this packet. I will also be responsible for the accountability of all monies collected at the conclusion of the money-raising activity and agree to comply with the established procedures. I agree to turn in all necessary records to the WISD business office per the attached guidelines.

Sponsor: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Principal: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Accounting Supervisor: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_

Date Signed: \_\_\_\_\_

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT PROCEDURES AND RESPONSIBILITIES FOR FUND-RAISING ACTIVITIES

(Updated 10/14/14)

## BOOSTER CLUB AND PTO FUND-RAISERS:

- The attached Permission Request form must be completed and submitted to the Business Office **at least 30 days prior** to the beginning of the money-raising activity. **Initial:** \_\_\_\_\_
- Booster Clubs and PTO's are required to comply with the record keeping rules stated in the Waxahachie ISD Booster Clubs and PTO Guidelines book. **Initial:** \_\_\_\_\_
- All funds earned through either fundraisers or donations belong to the individual Booster Club or PTO and must be deposited into their bank account. Monies are raised for a specific purpose and should be expended that way. These monies are public dollars and the penalty for abuse is much greater than the private sector. **Initial:** \_\_\_\_\_
- Since the accounting responsibility for these funds lie with the Booster Club or PTO, the additional forms attached DO NOT need to be returned to the Waxahachie ISD; however, they may be helpful for your recordkeeping. **Initial:** \_\_\_\_\_
- For the safety of WISD students, no door-to-door sales are allowed. **Initial:** \_\_\_\_\_

## FACULTY AND STUDENT-SPONSORED FUND-RAISERS (ACTIVITY FUND):

- The attached Permission Request form must be completed, approved by the principal, and submitted to the Business Office **at least 30 days prior** to the beginning of the money-raising activity. **Initial:** \_\_\_\_\_
- The purpose for the raising and expending of funds by student groups is for the direct benefit of the students. Fundraising activities should contribute to the educational experience of the pupils and should not conflict with the instructional program. **Initial:** \_\_\_\_\_
- Money raised by student groups and organizations will be held by the WISD as trustee. The faculty sponsor of the student club or group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from club accounts. All monies collected from fund-raisers, dues, or any other purpose such as uniform fees, must be turned in daily, or whenever the aggregate amount **exceeds \$50.00**, to the campus secretary. **Initial:** \_\_\_\_\_
- No money may be spent, under any circumstances, without being first deposited. **Initial:** \_\_\_\_\_
- Post-dated checks may not be accepted. **Initial:** \_\_\_\_\_
- A driver's license number must be entered on all checks **Initial:** \_\_\_\_\_
- All disbursements must be made through the purchase order system and paid by Activity Fund checks. **Initial:** \_\_\_\_\_
- The attached Operating Report must be completed **no later than 10-days following** the completion of the money-raising activity. The **original** documentation should then be returned to the WISD Business Office, and a copy should be retained for your records. **Initial:** \_\_\_\_\_
- In addition to the Operating Report, the Tabulation of Monies Collected form should be completed and turned in to the campus secretary with each deposit. **Initial:** \_\_\_\_\_
- For the safety of WISD students, no door-to-door sales are allowed. **Initial:** \_\_\_\_\_
- Money-raising activities that include the sale of taxable items in a non-taxable manner may not exceed 2 instances per year. **Initial:** \_\_\_\_\_

I have read and initialed the above procedures applicable to my fund-raising request and understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow these established procedures.

Student Club/Organization: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

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