

WEIMAR I.S.D.

AUTHORIZATION TO CONDUCT A FUNDRAISER

Campus _____ Date _____

Organization _____ Sponsor _____

Description of money-raising activity:

Specific purpose for which the net proceeds are to be used:

Date Fundraiser will begin: _____ End: _____

Date of Actual Event (for example: plates to go): _____

Vendor Name: _____ Vendor Contact Info: _____

	Estimated Revenue	\$ _____
Less:	Estimated Cost of Fundraiser	\$ _____
Equals:	Estimated Profit (Net Proceeds)	\$ _____

As the sponsor of this fundraiser,

- I agree to conduct this fundraiser 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 for deposit
- I am responsible for completing the Operating Report for this fundraiser and will turn in all records to the Business Office within one week of the projected end date of the fundraiser.

Sponsor's Signature: _____ Date: _____

() APPROVED	Principal _____	Date _____
() DENIED	Supt. or Business Mgr. _____	Date _____

Comments: _____