

# WEIMAR I.S.D.

## **AUTHORIZATION TO CONDUCT A FUNDRAISER**

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

Organization \_\_\_\_\_ Sponsor \_\_\_\_\_

Description of money-raising activity:  
\_\_\_\_\_

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: \_\_\_\_\_