

**Lindsay Independent School District
Authorization to Conduct a Fund Raiser Form**

General Information:

Campus: _____

Club: _____

Fund Raiser Information:

Fund Raiser Title: _____

A. What type of merchandise or service will be sold or provided?

B. How will the merchandise or service be sold or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?

C. Vendor _____ Representative _____
Address _____ Phone _____

D. Fund raiser will be conducted from _____ to _____
(Month/Year) (Month/Year)

E. Funds generated will be used for _____

F. Percent of profit per item _____

Projected Sales and Expenses:

Total Projected Sales	\$ _____
Total Projected Expenses	\$ _____
Projected Net Profit	\$ _____

Sponsor Certification:

I hereby certify that a profit/loss statement will be completed and submitted to the campus principal within 30 days after the termination of the fund raising activity. In addition, I certify that all monies collected will be deposited to the campus secretary daily. No staff member shall keep any monies from a fund raiser in their possession to be used for purchasing supplies/materials for any school purpose.

Sponsor's Signature: _____

Date: _____

Authorization:

() **Approved**

Principal: _____

() **Disapproved**

Date: _____

() **Approved**

Superintendent: _____

() **Disapproved**

Date: _____