



CROCKETT INDEPENDENT SCHOOL DISTRICT

REQUEST FOR FUNDRAISER APPROVAL

**Note: All Fundraisers must be approved 30 days in advance*

Club or Organization Making Fundraiser Request	
Employee or Sponsor Responsible for Fundraiser Records (please include names of all individuals who will be collecting fundraiser monies)	
Date Fundraiser Will Begin	
Date Fundraiser Will End	
Name of Vendors Who Will be Providing Products and/or Services	
Anticipated Fundraiser Profit	\$
What is the profit going to be used for?	
Brief Description of Fundraiser	
Mandatory steps to be followed for the above Fundraiser: <i>(If you have any questions, please call your campus principal or Gail Hanson, Business Manager, at ext. 1199)</i>	<ol style="list-style-type: none"> 1) All monies collected shall be deposited in a timely manner to the Business Office on the same day of collections 2) Make sure all invoice are turn into the Business Office in a timely manner to be paid. 3) Upon completion of the fundraiser, provide the Business office with a Summary Report*showing: a)Funds Received, b) Funds Expended, and c) Profit Earned from Activity (a-b=c) <i>*Fundraising activities randomly audited on once per year.</i>

Approved

Denied

Employee or Sponsor

Date

Principal or Director

Date

Assistant Superintendent

Date

Business Manager

Date