

FUND-RAISER APPLICATION FORM

(Complete prior to commencing fund-raiser)

Club/organization: _____ Type of sale: _____

Name of sponsor: _____ Vendor: _____

Beginning date: _____ Ending date: _____

Date merchandise ordered: _____ Delivery Date: _____

Purpose of fund-raiser: _____

Location of fund-raiser: _____

This is the 1st or 2nd fund raising activity this year for this club.

(Clubs are limited to only **two** fund-raisers per year. The Principal and Business Office official must approve all exceptions).

Anticipated profit: \$ _____

Have parents been notified in writing? Yes No

Are the items being sold taxable? Yes No

Student Accounts Only: Incentive available? Yes No

Fundraising Plan (Budget) Attached? Yes No

I understand that students must personally sign for **all** merchandise issued to them for sale. I also understand that all monies received or merchandise returned must be acknowledged by a receipt signed by the sponsor. Daily deposits must be made on all funds collected. I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the sales tax collection and cash collections involved.

Club Sponsor Signature

Date

Student Officer Signature

Date

Approved Denied

Approved Denied

Principal Signature

Date

Business Office Official

Date