

**Friendswood Independent School District  
Authorization to Conduct a Fundraiser Form**

**General Information:**

Campus: \_\_\_\_\_ Club: \_\_\_\_\_

**Fundraiser Information:**

Fundraiser 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. Fundraiser will be conducted from \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

E. Funds generated will be used for \_\_\_\_\_

**Projected Sales and Expenses:**

<b>Total Projected Sales</b>	\$ _____
<b>Total Projected Expenses</b>	\$ _____
<b>Projected Net Profit</b>	\$ _____

**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 fundraising activity. In addition, I certify that all monies collected will be deposited to the campus secretary/bookkeeper in accordance with the district's cash handling procedures.

**Sponsor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorization:**

( ) **Approved** **Principal:** \_\_\_\_\_

( ) **Disapproved** **Date:** \_\_\_\_\_

**Original to Campus Principal for approval/signature, with copy to bookkeeper after approval.**