



## FUNDRAISING PERMISSION REQUEST

Please submit to the Principal, Athletic Director or designee for approval at least two weeks before the fundraising activity. The office will retain a copy and return the original form to the group requesting permission.

Building \_\_\_\_\_ Date \_\_\_\_\_

Group Name \_\_\_\_\_

Vendor's Name \_\_\_\_\_

Vendor's Local Representative \_\_\_\_\_

Vendor's Telephone Number \_\_\_\_\_

Permission is requested to conduct the following fundraising activity: \_\_\_\_\_  
\_\_\_\_\_

Specific purpose for which the net proceeds are to be used for: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Fundraiser: \_\_\_\_\_

Location of Fundraiser: \_\_\_\_\_

Estimated Net Proceeds: \_\_\_\_\_

As the sponsor of this fundraiser:

\*I agree to conduct this fundraiser in compliance with UIL, State, Federal and District guidelines.

\*I understand that I am personally responsible for all funds collected & for keeping accurate records. Any losses due to my failure to follow established rules and proceedings become my responsibility.

\*I will exercise strict control over all products and money in my possession.

\*I will submit all money received to the Administrative Assistant daily for deposit.

\*Sponsors who do not properly manage their activities and have large monetary amounts outstanding should not be allowed to conduct subsequent fundraising activities.

APPROVED

DENIED

\_\_\_\_\_  
Principal/AD/Designee

\_\_\_\_\_  
Date