

FUNDRAISER AUTHORIZATION FORM

Opp City Schools

Section A

Date(s) of Event: _____ Sponsor: _____

Event: _____ Club/Class: _____

Start Date: _____ End Date: _____

Cost per Item: \$ _____ Items will sell for: \$ _____

Estimated Revenue: \$ _____ Estimated Profit: \$ _____

Description of fund raising activity:

Proceeds will be used for:

Principal _____

Superintendent _____ Date _____

Approved

Disapproved

Bookkeeper _____

Section B

To be completed at the end of the fund raiser:

Acknowledgements: (initials)

Actual Revenue: \$ _____

Bookkeeper

Actual Expenditures: \$ _____

Teacher/Sponsor

Actual Profit: \$ _____

Principal

This form is to be submitted by the teacher(s) sponsoring the fund raising activities 30 days prior to event. The Principal must approve ALL fund raisers conducted in the school's name. This includes any occurring on or off campus. Sponsoring teacher(s) are responsible for ensuring that all products and funds are accounted for appropriately. **Funds collected must be remitted to the school bookkeeper for deposit in a timely manner.**

This form and supporting documentation is to be retained by the school office and Section B must be completed. **Material discrepancies in projected and actual profit must be explained in writing and attached.**