


Fundraiser Quick Reference Guide

- ❖ The Link to the Fundraiser Activity Application can be found on the Business Services Website.
- ❖ Fundraiser Activity Applications should be approved by the principal /director and submitted to the business office three weeks in advance of the scheduled activity for approval. Including booster clubs & PO's
- ❖ Fundraising activities must utilize approved vendors and cannot circumvent purchasing policies and procedures.
- ❖ An *Acknowledgment of Responsibilities* must be signed at the beginning of the school year by each club sponsor.
- ❖ The secretary should include the fundraiser activity approval number on all Tabulations of Monies, Deposit Slips, And Check Requests.
- ❖ The Fundraiser Recap is due 15 days after the end of the sale date.

6/13/23, 11:59 AM
New Submission



Fundraising Activity Application

Approval Number:

Fundraising Details

Campus*

Club Name*

Sponsor Email*

If you are a BISD employee, enter your work email

Start Date of Sale*

M/D/YY

End Date of Sale*

M/D/YY

Describe the purpose of this sale*

Describe the product or activity*

Is the vendor on the BISD approved vendor list? *

Yes No

Vendor Name*

Company Name

Estimated Profit*

\$

File Upload

Drag and drop up to 2 files here to upload or
Choose files

To be completed by secretary / bookkeeper

*If sale is taxable, please price accordingly.

Is this sale taxable? *

Yes No