London Independent School District

Authorization to Conduct an Activity / Fundraiser Form

Campus/Student Activity: _____ Activity Account #: _____

Activity / Fundraiser Information:

Activity / 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 on/off campus, prepaid orders, etc.)?

_____

C. How will payment be collected?

☐ Online Stripe Payments ☐ Cash / Check Payments

D. Fund raiser will be conducted from _____ to _____
(Begin Date) (End Date)

E. Funds generated will be used for _____

F. Is this a taxable sale? Yes☐ No☐ If taxable, will this sale count as one of the two tax-free sale days permitted each calendar year? Yes☐ No☐

Projected Sales and Expenses:

Total Projected Sales	**$_____**
Total Projected Expenses	**$_____**
Projected Net Profit	**$_____**

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 activity or fundraiser. In addition, I certify that all monies collected will be deposited to the Business Office in accordance with the district's cash handling procedures.

Sponsor's Signature: _____ **Date:** _____

Authorization:

( ) Approved **Principal:** _____

( ) Unapproved **Date:** _____

Form must be submitted 14 days prior to starting fundraiser or activity