



Waco ISD Fundraising Permission Request

ID# _____

Please submit to the Bookkeeper/Secretary for approval at least two weeks before the fundraising activity.

Campus: _____

Club Name: _____

Sponsor: _____

Approved Fundraising Vendor Name and/or store(s) you will utilize to purchase from: _____

Detail what items will be sold, services provided, and/or event. (i.e., candy sale, car wash, etc.)

Specific Purpose(s) for which the net proceeds are to be used: _____

Note: All sales of food for immediate consumption (bake sales/sausage sales) must be approved by the CNS Director prior to the start of the fundraiser. No food sales may take place on the campus from midnight until thirty minutes AFTER the school day ends. YOU MUST BE SPECIFIC IN IDENTIFYING THE FOOD ITEMS AND TIME RANGE OF DAY IN WHICH THE FUNDRAISER WILL OCCUR to ensure that this fundraiser will be in compliance of this TDA requirement.

Date Range of Fundraiser: _____ Time Range of Day: _____ Specific Location(s): _____

Estimated Revenue: \$ _____ Revenue Budget Code: 461 - 00 - 57 _____ - 0 _____ - _____ - 00 - _____

Less Estimated Expenses*: \$ _____ Expenditure Budget Code: 461 - _____ - 6 _____ - 0 _____ - _____ - _____ - _____

Equals Estimated Profit: \$ _____ or 865 - 00 - 57 _____ - 0 _____ - _____ - 00 - _____

865 - 36 - 6 _____ - 00 - _____ - 99 - _____

*Do you need an advance in order to make this purchase? ☐ Yes (Complete the Request for Advance form) ☐ No**(Advances are not available for 865 fund).**1. Are items being sold taxable per State of Texas Law? (Check Activity Fund Manual for guidance) ☐ Yes ☐ No2. If yes to #1, will this event count as a "one-day, tax-free" sale day? ☐ Yes ☐ No3. If yes to #2, are you using the one of your campus's or your 865 group's tax free day(s)? ☐ Campus ☐ My 865 Group

Tax-Free date(s): _____

Will this be the school's/organization's 1st or 2nd tax-free sale day for the calendar year (Jan-Dec)? _____4. If yes to #1 and you are not using a tax-free day, who collects the tax? ☐ WISD ☐ VendorDo you want your Fundraiser on RevTrak to collect online and/or credit card payments? ☐ Yes (Complete the RevTrak Template) ☐ No**As the sponsor of this fundraiser,**

I agree that I have attended a minimum of one WISD offered sponsor training class and/or video and that I have read the Student Activity Handbook.

I further agree to adhere to the WISD procedures, policies, and guidelines as it pertains to fundraising, purchasing, and money collections.

Sponsor's Name: _____ Signature: _____ Date: _____

☐ Approved ☐ Denied Athletic Director (if applicable): _____ Date: _____☐ Approved ☐ Denied Secretary/Bookkeeper: _____ Date: _____☐ Approved ☐ Denied Principal Signature: _____ Date: _____☐ Approved ☐ Denied CNS Signature: _____ Date: _____☐ Approved ☐ Denied Business Services Signature: _____ Date: _____

Fundraising Permission Request Form Instructions

1. Review the list of approved fundraising vendors (if conducting a sale) to make sure that they have been previously approved by administration. Prior to approving vendors, we check references and ensure a minimum of 30% profit to the District. Fundraisers where the organization gets a percentage of a restaurant's sales for a particular day do not need to be an approved fundraiser as we are not selling anything and it is really more of a donation to the District. For those types of situations, a Daily Deposit Summary can be used to report the collection. Do not use a Fundraising Permission Request Form.
2. This form must be completed and submitted at least two weeks before the fundraising activity. This is to provide sufficient time for processing and approving the fundraiser request.
3. The Sponsor needs to be the person to fill out this fundraising form, not merely a signer of the form. The form needs to be completed in its entirety.
4. Ensure the "Date Range" of the fundraiser is accurate. This will determine when your fundraising recap will be due. If this date needs to be modified at a later date, the previously approved Fundraising Permission Request Form will need to be modified to reflect the change. The campus sponsor, campus secretary/bookkeeper, and campus principal must initial next to the change and then the revised form will need to be sent to the Business Services Department. The form will need to be clearly indicated as "Revised".
5. Ensure the "Time of Day" and "Location(s)" fields are complete. We use this information to determine whether or not a food or candy sale can be approved or not. All fundraisers involving food and/or candy sales are required to be approved by the District's Child Nutrition Director.
6. The "Estimated Revenue" and "Estimated Expenses" need to be based on your realistic expectations for this fundraiser. Do not overstate your "Estimated Revenue".
7. The budget codes entered must be correct. These are the codes where your revenue will be posted once your recap has been reconciled. You need to indicate both your revenue and expenditure code.
8. Do you require an advance in order to buy the items for resale? If you have money in your account sufficient enough to cover the purchase, then DO NOT request an advance. You can use your existing funds. If you do not have a sufficient balance in order to order the items for resale, you may request an advance. Be realistic in the amount of the advance you are requesting. It cannot exceed the estimated expenses for the fundraiser. Be mindful that the advance will be deducted from your revenue when the fundraiser is reconciled at the end. If you do not raise enough funds to cover your advance, you may be faced with a negative account balance situation.
9. You must indicate on this form whether or not the items that you are selling are taxable. Please read the student activity fund handbook for detailed information on sales tax and what type of sales are subject to sales tax. Even if you sell t-shirts to students at cost, those sales are subject to sales tax. If you do not collect sufficient funds to cover the sales tax for those t-shirts, your account will be faced with an expenditure that you did not anticipate, which could cause your account to have a shortage. Indicate if this will be one of your tax-free days and if the vendor will be

collecting and remitting sales tax on behalf of the District.

10. The Sponsor must carefully read and sign the Sponsor's certification section
11. If this is an athletic fundraiser, the form needs to be routed to Coach Love for his approval. Once his approval is obtained, it can be submitted for campus approval.
12. The Form must be signed by the campus secretary/bookkeeper. This will put that person on notice that there may be a requirement for a requisition to be entered and that they can anticipate daily deposits from the sponsor.
13. The Form must be signed by the campus Principal. This is required to approve the fundraising activity for the campus and to approve any advance requested for the fundraiser.
14. At this point the form must be routed to the Business Services Department for review and processing. If the Child Nutrition Director's approval is needed, the Business Services Department will route the form for the proper approval.
15. The Business Services Department will log in the Fundraiser and assign an ID# to the fundraiser. This fundraiser ID# will need to be referenced on the fundraising recap and Daily Deposit Summary forms. It is also good practice for this number to be placed on receipts provided to the Sponsor by the campus secretary/bookkeeper.
16. Once approved/denied, the Fundraising Permission Request will be returned via email to the campus secretary/bookkeeper, campus principal, and fundraising sponsor.
17. The Sponsor must not order merchandise for this fundraiser without the completed and approved Fundraising Permission Request Form. A purchase order MUST be obtained in advance of placing the order for merchandise. If additional product must be reordered at a later date, an ADDITIONAL purchase order must be obtained before additional product is ordered.
18. Issue receipts to students when they turn in funds.
19. Collections must be remitted on a timely basis by the Sponsor to the campus secretary/bookkeeper. Do not wait until the fundraiser is complete before turning in funds. The Daily Deposit Summary form must be submitted with the collections to the campus secretary/bookkeeper on a daily basis. Funds must be counted in the presence of both the sponsor and the campus secretary/bookkeeper. The campus secretary/bookkeeper will then issue a receipt to the Sponsor. The sponsor must keep this receipt.
20. The Sponsor is then responsible for submitting a completed Fundraising Recap form to the Business Services Department within seven business days of the end of the fundraiser.