

# Fundraising Activity Report

## Permission Request

**Instructions:** (Completion of all fields REQUIRED)

- 1. The Permission Request must be completed and submitted to the principal or designee for approval prior to the fundraiser taking place.** \*Booster clubs must obtain sponsor acknowledgement prior to submitting the Permission Request to the principal or designee. The Principal will return the form to the individual requesting permission.
- 2. The Operating Report shall be prepared promptly upon completion of the fundraising activity.** A copy of the form should be retained by the organization sponsor and the original should be turned into the campus secretary no later than one week subsequent to the projected end date of the fundraiser as stated on the Permission Request. This report should be provided to the organization's Treasurer and President for review and approval. The organization is responsible for handling the money received and the related expenditures as well as keeping the fundraiser records as required for record retention.

Campus: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Description of the Fundraiser: \_\_\_\_\_

Fundraiser Start Date: \_\_\_\_\_ Fundraiser End Date: \_\_\_\_\_

Due Date for Operating Report (1 week after the Fundraiser End Date): \_\_\_\_\_

**With this Permission Report, submit details of the fundraiser to be held such as the brochure, flyer, t-shirt or product design, and any other pertinent information.**

### **As the sponsor of this fundraiser,**

- I agree to conduct this fundraiser in compliance with district policies.
- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will exercise strict control over all products in my possession.
- I am responsible for completing the Operating Report for this fundraiser and will turn in all records to the campus secretary within one week of the projected end date of the fundraiser.

\_\_\_\_\_  
Name of Sponsor/Person Requesting Permission

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor Acknowledgement

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

☐

**APPROVED**

☐

**DENIED**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Date**