



Texarkana

Fundraising Request Form

Name of Campus _____ Name of (Club) Organization _____

Name of Sponsor _____

Permission is requested to conduct the following fundraising activity: _____

() school-wide () school-sponsored group () charity drive

Description of project: _____

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

The following activity fund account(s)* will receive the net proceeds: _____

Proposed Date: Beginning _____ Ending _____

Time of Day (if applicable): _____

This is the 1st _____ 2nd _____ 3rd _____ fundraising activity this year.

I, _____, have requested permission to conduct a fundraising activity, and I will be responsible for the preparation of the operating report and will submit a final operating report at the conclusion of the project. I will be responsible for the accountability of all monies collected at the conclusion of the fundraising activity, and will turn in all records to the principal or finance clerk.

Date

Sponsor/Person Requesting Permission

Approved:

Date

Principal

Date

Assistant Superintendent of Student & Community Development

**Receipts and proper documentation are required for all fiscal transactions.*



Texarkana
Independent School District

Fundraising Report Form

BRIEF DESCRIPTION OF FUNDRAISER: _____

FUNDRAISING COLLECTIONS

Product	Number Sold	Price	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total Fundraising Collections:			\$ _____

FUNDRAISING DISBURSEMENTS

(Disbursements may include cost of merchandise, advertising, prizes, etc. relative to the fundraiser.)

Fund-Payee	Reason	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total Fundraising Disbursements:		\$ _____

Net Proceeds from Fundraising Efforts: \$ _____

Proposed Disposition of Net Proceeds: \$ _____

Date Submitted

Preparer Signature

Date

Principal Signature