

Fundraiser Request Form

Per the Texas Administrative Code [Rule 3.322 section H](#), schools may only have two one-day tax free sales. A tax free sales is defined as one where all the goods sold are received from the vendor or distributed to the purchaser in a single twenty-four-hour period. School Board policy establishes certain guidelines and restrictions regarding fundraising activities in the school district. It is the responsibility of campus principals, working with central administration, to guarantee enforcement of the policy. Principals are required to submit this form for approval to the business office prior to initiating a fundraising campaign for extra-ordinary educational experiences or opportunities. These experiences or opportunities are defined as beyond the normal and/or usual daily educational programs, activities and/or field trips that are funded by the school district.

Please complete the top half of the form and submit it to the Business Office for approval prior to initiating an extra-ordinary fund raising activity. Upon approval, a copy of the form will be returned to the campus principal and the fundraising activity, if approved, may commence. Upon completion of the fundraiser, the Fund Raiser Profit/Loss Statement must be completed and returned to the Business Office.

Date of Request: _____ School: _____

Name of Fundraiser: _____ Grade Level: _____

Date(s) of Fundraiser: _____

Estimated amount to be raised: \$ _____

Estimated cost of fundraiser: \$ _____

Detail information on Fundraiser: _____

Office Use Only

Tax Free Fund Raiser _____

Principal Signature

Date: _____

Business Office Signature

Date: _____

Superintendent's Office Signature

Date: _____