

**Pasadena Independent School District  
Authorization to Conduct a Fund Raiser Form**

**General Information:**

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

Club: \_\_\_\_\_

**Fund Raiser Information:**

Fund Raiser 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 to students on campus, prepaid orders, etc.)?  
\_\_\_\_\_

C. Vendor \_\_\_\_\_ Representative \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

D. Fund raiser will be conducted from \_\_\_\_\_ to \_\_\_\_\_

E. Fund raiser will be conducted \_\_\_\_\_  
(Location)

F. Funds generated will be used for \_\_\_\_\_

G. If you are an 865, is this considered one of your tax free days? \_\_\_\_\_

**Sponsor Certification:**

I certify that all monies collected will be deposited to the campus secretary/bookkeeper in accordance with the district's cash handling procedures.

**Sponsor's Signature:** \_\_\_\_\_

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

**To be completed at the conclusion of the Fund Raiser:**

Total money collected \_\_\_\_\_

Less: Disbursements \_\_\_\_\_

Net Proceeds \_\_\_\_\_

**Authorization:**

( ) **Approved**

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

( ) **Disapproved**

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