

1004.60F

**1004.60 Fund Raising Activity Report
Permission Request Form**

Instructions:

1. The Permission Request Form must be completed and submitted to the principal/designee for approval. The principal/designee will return the form to the individual requesting permission.

Date: _____

Sponsor/Person Requesting Permission: _____

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

Description of Fund Raiser: _____

Fund Raiser Start Date _____ Fund Raiser End Date _____

Expected Profit \$ _____

Estimated Revenue \$ _____

Less Estimated Cost of Fund Raiser \$ _____

Equals Estimated Profit (Net Proceeds) \$ _____

Along with this Permission Request, submit details of the fund raiser to be held:

As the sponsor of this fund raiser,

- I agree to conduct this fund raiser 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.

Sponsor/Person Requesting Permission

Date

APPROVED

DENIED

Principal or Designee

Date