

**BARBERS HILL INDEPENDENT SCHOOL DISTRICT  
FUNDRAISING PROJECT REQUEST**

***PLEASE PRINT LEGIBLY ON A HARD SURFACE***

\_\_\_\_\_  
Campus \_\_\_\_\_  
Sponsor of Activity

\_\_\_\_\_  
Student Activity Fund Name \_\_\_\_\_  
Today's Date

Target Population for Sales (circle one or more):    School    Parents    Community    Businesses

Dates (Two Weeks ONLY): Start: \_\_\_\_\_ End: \_\_\_\_\_

Current Student Activity Balance: \_\_\_\_\_

Item(s) to Be Sold: \_\_\_\_\_

Approved Vendor? (Circle One)    Yes    No    Name of Company \_\_\_\_\_

Catalog mail order? (Circle One)    Yes    No    Name of Company \_\_\_\_\_

Purpose(s) for Which Funds Are to Be Used (Be Specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

A. Estimated Revenue (Deposits) from Fundraiser	(+)	_____
B. Projected Expenditures Related to Fundraiser	(-)	_____
C. Estimated Net Profits	(A-B)	_____

\_\_\_\_\_  
Signature of Sponsor of Activity

Approved By: \_\_\_\_\_  
Signature of Principal or Designee \_\_\_\_\_  
Date Signed

Approved By: \_\_\_\_\_  
Signature of Superintendent or Designee \_\_\_\_\_  
Date Signed

This form is to be completed and sent to the principal for approval at least two (2) months in advance of the planned fund raising project. The principal will send the approved form to the Superintendent or designee. The fundraising project cannot be implemented until the principal receives an approved Fundraising Project Request form from the Superintendent or designee. Approval is required BEFORE any purchases of fundraising items to be sold. Violations of this policy may result in a reprimand and/or personal financial accountability to the District.

**NOTE: All money collected by students for approved fundraisers must be deposited into the Student Activity Fund. Barbers Hill ISD fundraisers (student activity) are subject to internal audit by the District. Upon completion of the fundraising project, the sponsor of the activity will complete a "Results of Fundraiser" form and submit it to the Assistant Superintendent of Finance within two weeks of the final day of fundraising.**