Fundraiser Request Form

Per the Texas Administrative Code [Rule 3.322 section H](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=F&p_rloc=175627&p_tloc=14702&p_ploc=1&pg=2&p_tac=&ti=34&pt=1&ch=3&rl=322), 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

Date:

Principal Signature

Date:

Business Office Signature