



Fundraising Approval Form

Fundraising Philosophy: MISD administrative policy limits fundraising to extenuating circumstances and events that fall outside the annual budget system. The MISD budget is constructed to fund all school-related programs and events that are built into the regular school curriculum, including co- and extra-curricular activities. If unusual circumstances occur that warrant additional, unbudgeted funds the superintendent must approve that fund-raising activity.

Organizations are limited to one fundraiser per calendar year; this includes t-shirt fundraisers. The only exceptions to the fundraiser event limit are those which provide a service, such as car washes or bake sales with donated items. Please complete this form and submit to the campus principal and superintendent for approval prior to October 15, 2021. Any fundraisers held by booster clubs or PTO, other than playoff shirts, also need to be approved and on the district fundraising calendar to avoid conflicts and are subject to the approval deadline. All approved fundraisers will be reported to the board at the regular October meeting.

Spirit gear sales, including t-shirts, are fundraisers and will be limited to one per sport or club/organization. If playoff shirts are anticipated and spirit shirts have already been ordered for the sport, contact the Athletic Booster Club to order playoff shirts.

1. Organization or person requesting permission for fundraising activity:

2. Specifically, for what purpose will the funds raised in this activity be used?

3. Complete description of the fundraiser including: academic enhancements to be accomplished, dollar amount required, list of participants, etc. *Raffles are not permitted*

4. Start date for the fundraiser project: _____

* Fundraisers are limited to the dates provided and completed within 2 weeks

5. Completion date for the fundraiser project: _____

Requestor signature

Date

Requestor print

Date

Approval Signatures:

Campus Principal

Date

Superintendent

Date



Fundraising Checklist

1. Complete Fundraiser Approval Form
2. Gain approval by submitting Fundraiser Approval Form to Principal
3. Gain approval by submitting Fundraiser Approval Form to Superintendent
4. Approved fundraiser reported to School Board
5. Fundraiser will be put on Fundraiser Calendar at district administration office
6. Confirm that Vendor is approved in TxEIS. If not, follow vendor procedures for approval
7. Contact Fundraising Vendor to initiate fundraiser
8. Complete **Merchandise Distribution Record** DAILY
9. Complete **Collections Record** DAILY
10. Sponsor to submit deposits DAILY to campus office, Campus to submit deposits weekly to administration office
11. Submit purchase order and invoice to administration for Vendor payment
12. Complete **Fundraiser Profit/Loss Statement**
13. Submit **ALL** forms, including this checklist, to administration within one week after the completion for the fundraiser