



FUNDRAISER AUTHORIZATION FORM

TO: Principal
VIA: Bookkeeper/Financial Secretary

FROM: _____, Sponsor DATE: _____

- 1. Request authorization for the conduct of a fundraising activity as described below
2. Description of proposed fundraiser, including merchandise to be sold, vendor, name and address (attach brochure, if available.)

3. Purpose of the fundraiser and intended use of profits:

4. Dates: FROM: _____ TO: _____

5. Budget: a) Estimated Receipts/income: \$ _____
b) Estimated Costs/expense: \$ _____
c) Estimated Profit (a - b): \$ _____

6. Will merchandise be purchased prior to fundraising activity? YES _____ NO _____

7. Will the fundraising company be responsible for cash collected? YES _____ NO _____

8. Will the fundraiser be commission based? YES _____ NO _____

9. Comments:

Recommendation by Financial Secretary:

Approve: _____ Disapprove _____ Signature Date _____

Action Taken by Principal:

Approve: _____ Disapprove _____ Signature Date _____

Instructions: This form must be completed and approved by the Principal prior to entering into any formal commitments with vendor(s). Contact with vendors prior to the approval is authorized to obtain merchandise and cost information. Once approved, this form must be returned with the vendor contract. Fundraising items are not subject to Maryland sales tax.