EDGEWOOD INDEPENDENT SCHOOL DISTRICT APPLICATION/FINAL REPORT FOR FUND RAISING ACTIVITY

Purpose: To pre-approve fundraisers; provide an accounting of the fundraising event; and identify taxable sales. Sponsor shall 1) keep a copy of this form upon approval, 2) complete the final report section of this form, and 3) submit a final copy to the EISD Business Office.

EISD Fundraising Guidelines:

- 1. No "door to door" or "panhandling" sales.
- 2. Cash transactions involving EISD students MUST be kept to minimum. Sponsor should collect cash from students each day.
- 3. Sponsor is responsible for collection of all collected funds.
- 4. Sponsor is responsible for placing item order and ensuring all items are received.
- 5. Sponsor responsible for ensuring all necessary paperwork is completed, submitted, and reconciled.

STEP 1: Complete Application	on Form STEP 2: Subm	it to Campus Principal	STEP 3: Submit to EISD	Central Office
Organization Name Sponsor Name Student club/organization repre	, Campus		Date of Request	**************************************
Have copies of appropriate mee form?YESNONo	eting minutes showing club/cot Applicable	organization decision to as	sk for fundraising approval bee	n attached to this
Timeline of sale: Sale will begin	n on	and end on	•	
Company Supplying Goods:	Name of Company Address:	***************************************		
	Name of Contact:			
Sales type: (circle one)	TAXABLE	NON-TAXABLE		
Explanation of how raised funds	s will be used:			
Description of item(s) to be sold	d:			
Who will sell item(s)? of how the item(s) will be sold:	To wh			Explanatio
Will cash be acceptable as a for sponsor be completed?	m of payment?YES	NO. How will reconcilia	ation of payment between the	seller(s) and the
Will payment for item be expec	ted at the time of purchase	or at the time of delivery	?	- 10-3 C
Who will be responsible for deli				
How will delivery of item(s) occ				
Principal Signature	Date	Central Office	Approval	Date

Record of Deposits:

	DATE	AMOUNT		DATE	AMOUNT	
1			6			
2			7			
3			8			
4			9			
5			10			TOTAL DEPOSITED:

Reconciliation:

For item(s) sold on a pre-order basis: (ex: brochures, order forms): Expected collections, per vendor's sales summary Total deposited from "Record of Deposits" Difference Explanation of difference:	
For item(S) purchased prior to sale: (ex: pre-made spirit wear) Total number of like item(s) purchased Less: number of items returned for credit (if applicable)	
Total number of items available for sale Sales price per item Amount of projected deposit	X
Total deposited from "Record of Deposits" Difference Explanation of difference:	\$ \$
Signature of sponsor making deposit	 Date