



**Texarkana**  
Independent School District

# *Fundraising Request Form*

Name of Campus \_\_\_\_\_ Name of (Club) Organization \_\_\_\_\_

Name of Sponsor \_\_\_\_\_

Permission is requested to conduct the following fundraising activity: \_\_\_\_\_  
( ) school-wide ( ) school-sponsored group ( ) charity drive

Description of project: \_\_\_\_\_

Specific purpose(s) for which the net proceeds is (are) to be used: \_\_\_\_\_

\_\_\_\_\_

The following activity fund account(s)\* will receive the net proceeds: \_\_\_\_\_

\_\_\_\_\_

Proposed Date: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Time of Day (if applicable): \_\_\_\_\_

This is the 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ fundraising activity this year.

I, \_\_\_\_\_, have requested permission to conduct a fundraising activity, and I will be responsible for the preparation of the operating report and will submit a final operating report at the conclusion of the project. I will be responsible for the accountability of all monies collected at the conclusion of the fundraising activity, and will turn in all records to the principal or finance clerk.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor/Person Requesting Permission

***Approved:***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent of Student & Community Development

*\*Receipts and proper documentation are required for all fiscal transactions.*



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# Operating Report

Total Collections\* from fundraising:

Product	Number Sold	Price	Total Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____ (Line 1)

Less: Disbursements for merchandise, advertising, prizes, etc., relative to the fundraising:

Expense Summary	Fund-Payee	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Disbursements: (Line 2): \_\_\_\_\_

Net Proceeds from above activity (Line 1 minus Line 2): \_\_\_\_\_

Proposed disposition of Net Proceeds: \_\_\_\_\_

Balance remaining in activity: \_\_\_\_\_

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal