

REQUEST FOR AUTHORIZATION FOR FUND-RAISING PROJECT
FOR CERTIFICATED SALARIES AND BENEFITS
To be completed by Fund-Raising Organization

Organization's Name: \_\_\_\_\_

Organization's Fiscal Year: \_\_\_\_\_ Fiscal Year Funds Will Be Used: \_\_\_\_\_

Organization's Officers

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Organization's Federal Tax ID#: \_\_\_\_\_

Phone: \_\_\_\_\_

Attach a 501(c)(3) statement, if non-profit

Names of those authorized to withdraw funds
(minimum of 2 signatures required)

Organization's Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Account #: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

- Attach a brief description of the Organization's purpose for fund raising and the Organization's alternative proposal in the event the total amount of funds raised are insufficient to support the original purpose.
Attach the Organization's bylaws regarding financial controls.

Authorizations granted under this policy shall be valid for up to one year but may be revoked by the Superintendent if considered necessary. Requests for subsequent authorizations shall be presented to the District annually, together with an annual financial statement showing all expenditures and all income from fund-raisers. Any program, fund-raiser, or other activity sponsored by school-connected organizations shall be authorized and conducted according to Board Policy and Administrative Regulations. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian booster organization, not by the District.

Date Signature of Organization's Representative Printed Name

Approve Fund-Raising Project Disapprove Fund Raising Project
Specified Fund-Raising Target if Approved \$
Superintendent's Signature Date

Approved: 11/03, 06/04

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White: District Administrator; Green: Business/Budget; Canary: Instructional Services;  
Pink: Personnel; Gold: Applicant  
(See reverse side for Administrative Regulation 3295)