



INTERNATIONAL LEADERSHIP OF TEXAS

Authorization to Conduct a Fundraiser Form and Sponsor Certification

Fundraiser is defined as the collection of money for any activity, with or without profit, excluding fieldtrips.

Instructions:

- **All fundraisers for the fall semester must be approved 30 days in advance.**
- **All fundraisers for the spring semester must have campus approval and submitted by February 28, 2021.**
- Sponsor: Complete form. Sections A-D and F are required.
- Section E must be completed if items are being purchased for resale.
- Submit completed form to the Principal/Budget Clerk for required approvals.
- Budget clerk: submits principal approved form to the Finance Fundraising accountant via email
- If approved, an **Identification Code** will be issued to the sponsor and budget clerk.
This ID must be used on all collection forms and deposits
- If the fundraiser is for a bona fide student group or organization (Fund 865), it is required to attach the completed Student Activity Club Synopsis of Minutes form.

Any funds collected without the approved Identification Code shall be subject to return to the giver.

A. Campus Name: ILTexas-_____ Elem ☐ &/or MS ☐ HS ☐ **Date:** _____

Organization/Club: _____ **Sponsor Printed Name:** _____

B. Name of Fundraiser: (i.e. Yearbook Sales) _____

Description of Fundraiser activities: (i.e. selling yearbooks during school, collecting funds for shirts, etc.) _____

Fund-Raiser Start Date: _____ **Fund-Raiser End Date:** _____

Is there an expected profit? ☐ Yes ☐ No

If Yes: Type of Fund-Raiser ☐ Single Item Sale

☐ Catalog Sale

☐ Concessions

☐ Other – Describe: _____

Estimated Revenue	\$
Less: Est. Cost of expenses or items to resell	\$ -
Equals: Estimated Profit (Net Proceeds)	\$

This section must be completed!

C. What will the funds collected or profits generated be used for? (Be specific, this will be used by Purchasing for expenditures, i.e. cameras for yearbook staff, baseball equipment, band instrument repairs, etc.) _____

D. Will food be sold or given away that will be consumed during school hours. School hours as defined by the United States Department of Agriculture and adopted by IL Texas Board Policy 3.13 Wellness Policy is the period between midnight until 30 minutes after the end of the instructional day. ☐ Yes ☐ No

If yes, please contact the Child Nutrition department for waiver approval.

For additional information concerning Smart Snacks contact the Child Nutrition department.



INTERNATIONAL LEADERSHIP OF TEXAS

Authorization to Conduct a Fundraiser Form and Sponsor Certification

E. If purchasing items for resale, is the vendor on the approved vendor list? ☐ Yes ☐ No

F. If approved, do you want a product created to purchase through MSB? ☐ Yes ☐ No

With this Fundraiser Authorization request, submit supplemental details of the fund-raiser such as any brochures, flyers, t-shirt or product designs, and any other pertinent information.

G.

SPONSOR CERTIFICATION

As the sponsor of this fund-raiser,

- I agree to conduct this fund-raiser in compliance with district policies.
- I understand that I am personally responsible for all funds collected while in my possession and keeping accurate records.
- I agree to use the approved Identification Code on all documentation.
- I will exercise strict control over all products/merchandise in my possession.
- I will provide all money received along with the Cash Deposit Collection and Accounting Form to the budget clerk daily for deposit, if during school hours. If funds are collected outside of school hours, I will be personally responsible for the safe keeping of the funds until the next operational school day.
- **I agree to be present when the budget clerk/designee verifies the amount collected; and after verification, both parties sign the CDC agreeing to amount documented on CDC. A copy will be obtained as my receipt.**
- I will have all expenditures paid through the budget clerk/IL Texas Finance department.
- I am responsible for completing the Operating Report for this fund-raiser and will turn in all records to the budget clerk within two weeks of the completion of the fund-raiser.
- If this fundraiser is for an approved bona fide club or organization, the sponsor is certifying that all decisions concerning the fundraising activity and purpose of the funds to be expended have been chosen by the student members only of the group and by majority vote. Also, the following is included: the recorded meeting minutes approved by a majority vote for the fundraiser and the purpose of the raised funds signed by two elected officers.
- **I understand that non-compliance to the above risks termination of the activity and all rights and privileges to sponsor any future student or campus activity.**

Sponsor Printed Name _____ IL Texas E-mail _____

Sponsor Signature _____

AUTHORIZATION

☐ APPROVED

☐ DENIED

Principal Printed Name: _____

Principal Signature: _____

Date: _____

ONLY if this is an Athletics/Fine Arts activity, forward this form to the corresponding department head.

☐ APPROVED

☐ DENIED

Department Head Printed Name: _____

Department Head Signature: _____

Date: _____

Finance Office Use Only

Approved Identification Code: _____

Authorized Accounting Code: _____

☐ APPROVED

☐ DENIED

HQ Approver: _____

Date of Approval: _____