



FUND RAISER 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 fund raiser 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 fund raiser 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.



### FUND RAISER COMPLETION REPORT

This form is to be completed by the fundraiser sponsor after completion of fundraiser.

School \_\_\_\_\_ Sponsor \_\_\_\_\_

Fundraising Activity: \_\_\_\_\_

Date (s) Held: \_\_\_\_\_

#### Fundraising Activity

**1. Receipts :** (List MTF's number (s) and amount of funds collected)

MTF #	Posting batch #	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**Total** \$ \_\_\_\_\_

**(Attach additional sheet if need)**

**2. Cost/Expense(s)**

Purchases (Attach copies or invoice or receipts) \$ (\_\_\_\_\_)

**3. Total:** (Subtract receipts from the expense) \$ \_\_\_\_\_ Profit  
\$ (\_\_\_\_\_) Loss

#### Purchased and Resold Merchandise

Complete this portion if merchandise is purchased and resold, such as, but not limited to: yearbooks, concessions, spirit items, etc.

**Indicate any unsold or damaged merchandise.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remaining Merchandise \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(#of item x sales price)

Fundraiser Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: For events/activities handled by a fundraising company, such as Market Day, Joe Corbi Pizza, book fairs, etc., a profit summary and/or supporting documents must be attached.**