# 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

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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.

Remainder Merchandise $________ = $ ________

(#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.