

**HOUSTON INDEPENDENT SCHOOL DISTRICT
FUND-RAISING ACTIVITY REPORT****PERMISSION REQUEST**

NAME OF SCHOOL: _____

Permission is requested to conduct the following fund-raising activity: _____

Check applicable: ☐ School wide ☐ School-sponsored group

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

The following activity fund account(s) will receive the net proceeds: _____

DATE: Beginning _____ and ending _____

TIME OF DAY (if applicable): 1st performance _____ 2nd performance _____

This is the 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐

Fund-raising activity for this semester that I have requested.

I, _____
have requested permission to conduct a fund-raising activity, and I will be responsible for the preparation of the OPERATING REPORT shown on the back side of this page, I will be responsible for the accountability of all monies collected at the conclusion of the fund-raising activity, and I will turn in all records to the principal or general clerk.

Date_____
Sponsor/Person Requesting Permission

APPROVED:

Chief School Officer or Designee_____
Principal_____
Date_____
Date

OPERATING REPORT

Total Collections* from fundraising

<u>Numbers</u>		<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	<u>List Attached</u>	_____
TOTAL COLLECTIONS		_____

Less: Disbursements for merchandise, advertising, prizes, etc., relative to the fund-raising.

<u>Check No.</u>	<u>Payee</u>	
_____	_____	_____
_____	<u>HISD (for sales taxes, when applicable)</u>	_____
_____	<u>List Attached</u>	_____
TOTAL DISBURSEMENTS**		_____
NET PROCEEDS FROM ABOVE ACTIVITY (Line 1 minus Line 2)		=====
***DISPOSITION OF NET PROCEEDS		
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date _____ Signed _____

Date _____ Signed _____

*List Cash Receipt and AF-104 Numbers. All money collected must be turned in daily or whenever the aggregate amount exceeds \$20.00. None of the money may be spent under any circumstance.

**All disbursements must be made from Activity Fund checks (Disbursement vouchers for CAF Schools) or petty cash.

***Disposition of funds will be known because the collection was made for a specific purpose.

1. The Permission Request (front side of form) must be completed in duplicate and submitted to the Chief School Officer or Designee for approval at least one week prior to a school-wide fund-raising activity. The Chief School Officer Office or Designee will return both copies to the school.
2. The Operating Report (back side of same form) shall be prepared upon completion of the fundraising activity.
3. Distribution of the completed fund-raising Activity Report is as follows:

Original--retain with School Activity Fund records.
Duplicate copy—Chief School Officer or Designee

SUPPORT SCHEDULE FOR DISBURSEMENTS

[illegible]