ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 6740
FUNDRAISING PERMISSION FORM

Name of School: ____________________________

Check One: _____________ School Community Fundraising (e.g., pizza, products, car washes, advertising in programs) - Requires approval of principal
___________ Community at large/business (e.g., advertising, large signs) - Requires approval of principal and Superintendent of Schools/designee
___________ Raffles - Requires approval of principal and Superintendent and /or designee; also complies with state law

Fundraising Project: ____________________________
Requesting Organization/Class/Club ____________________________
Number of Sellers/Promoters: ____________________________
Date(s) of Fundraising/Activity/Event: ____________________________ to ____________________________
Supplies/Product/Service/Activity: ____________________________
Cost of Product/Service/Activity: ____________________________
Markup Percentage: ____________________________
Expected Revenue: Gross ____________ Net ____________
Purpose for which funds will be used: ____________________________

Does item meet USDA guidelines? _______ If not, Exception #1 ____________ #2 ____________
Will the item create a litter problem? _______ If so, the following remedial steps will be taken: ____________________________

Signatures: ____________________________
Organization/Club Advisor/Teacher Date

Principal Approval Date

Superintendent/Designee Approval Date

Comments: ____________________________

- Attached is letter to parents regarding the fundraiser and requesting parent permission.
- Attach Calculator Results.
- Keep all Permission Forms/Calculator Results at school for three (3) years.
- Calculator can be found at: https://schools.healthiergeneration.org/focus_areas/snacks_and_beverages/smart_snacks/product_calculator/
Name of School: ____________________________ Date: ____________

Item Sold: __________________________________________________________________________

Vendor’s Name and Address: __________________________________________________________________

Sales Price  Number of Items Purchased

________________________________  ________________________________________________ = ________________

Actual Receipts = ______________

Variance = ______________

Explanation of Variance: __________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Analysis of Project (i.e., Product Quality, Salability, Profit, Service, etc.):

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Advisor: __________________________________________