

**JACKSON COUNTY SCHOOL DISTRICT  
Fundraiser Authorization Form**

This form must be completed and have administrative approval before entering into any agreement with a vendor, before any advertising and before any solicitation begins.

Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

(Print) School Name: \_\_\_\_\_

Is the requesting club or activity a  school student activity program/club or an  outside organization?

Will the resulting money be collected by  school employees or  members of an outside organization?

(Print) Name of Activity/Sport/Outside Organization: \_\_\_\_\_

(Print) Full Name of Sponsor/Coach/Outside Officer: \_\_\_\_\_

Dates of fundraising activity (Beginning and Ending): \_\_\_\_\_

Location of fundraising:  In school only     In Community Only     In School and Community  
 Online (GoFundMe, Donors Chose, etc.)

Describe the fundraiser: \_\_\_\_\_

**If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.**

# of students involved \_\_\_\_\_      Anticipated revenue \_\_\_\_\_

Anticipated use of revenue \_\_\_\_\_

Were students informed in writing that the fundraiser is voluntary?     Yes     No

\_\_\_\_\_  
Signature of Sponsor/Coach/Outside Organization Officer      Date

**Approved by:**

\_\_\_\_\_  
Signature of Principal      Date

\_\_\_\_\_  
Signature of Assistant Superintendent      Date

\_\_\_\_\_  
Signature of Superintendent      Date

\_\_\_\_\_  
Signature of Board Chairman      Date

**Complete after Fundraiser:**

Actual use of revenue: \_\_\_\_\_

Total revenue generated: \_\_\_\_\_

Bank and name of account where revenue was deposited into: \_\_\_\_\_

Revised October 2018