

**Brownwood Independent School District
Authorization to Conduct a Fund Raiser Form**

General Information:

Campus: High School Club: SPED

Fund Raiser Information:

Fund Raiser Title: Coffee Sales

A. What type of merchandise or service will be sold or provided?
Coffee

B. Will food be sold that will be consumed during school hours? ☒ Yes ☐ No
If so, is the item(s) listed on the preapproved food list? ☐ Yes ☐ No

C. How will the merchandise or service be sold or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?
Individual Donation from Teachers/Staff for coffee

D. Vendor _____ Representative Mr. Reed
Address _____ Phone 325 665 0328

E. Fund raiser will be conducted from 10 / 19 to 5 / 20
(Month/Year) (Month/Year)

F. Funds generated will be used for SPED fund

Projected Sales and Expenses:

Total Projected Sales	\$ <u>Unknown</u>
Total Projected Expenses	\$ <u>101.00</u>
Projected Net Profit	\$ <u>Unknown</u>

Sponsor Certification:

I hereby certify that a profit/loss statement will be completed and submitted to the campus principal within 30 days after the termination of the fund raising activity. In addition, I certify that all monies collected will be deposited to the campus secretary/bookkeeper in accordance with the district's cash handling procedures.

Sponsor's Signature: [Signature] Date: 9/15/19

Authorization:

(☒) Approved Principal: M. Moore

(☐) Disapproved Date: 9/25/19

Board Approval Date: _____