

WESTWOOD INDEPENDENT SCHOOL DISTRICT
Authorization to Conduct Fund Raising Event

Organization: Westwood Campus: Primary Date submitted 8/4/25
Fundraising Event: Big Kahuna - Fall - Santa - Spring - Graduation
Requested fundraising date/dates: Sept. 2025 / Dec. 2025 - March 2026 / May 2026
Vendor (if applicable) In House Sales

Address _____ City/State _____ Telephone _____
List specific items that will be sold: 4"x6" Photo of Student
Price per item: \$ 5.- Will customer pay in advance? yes
Profit to organization should never be less than 50%; otherwise, explain _____

What will money raised from this fundraiser be used for? Student Activity

If **NO** vendor is involved; list location of event: Westwood Primary Campus
Estimated cost to organization to start fundraiser \$ 100.-
How much will you charge your customer? \$ 5.- Will you accept donations? _____

I, _____, am submitting this fund raising request before my organization starts raising funds. I understand that I am held responsible for ordering and distributing merchandise and collecting all funds submitting funds to the office, to be deposited in my activity account. With the conclusion of this fund raiser, I will complete this form and return to the campus office.

PERMISSION IS GRANTED TO CONDUCT THIS EVENT:

[Signature] 8/4/25
Campus/Principal's Signature Date WISD Superintendent's Signature Date

Total Proceeds collected \$ _____
Total Deposited in activity account \$ _____ Total invoice from vendor \$ _____
Expenses incurred for a successful fundraiser \$ _____ (advertising, t-shirts, supplies, etc.)
Total Profit my organization benefitted from this fundraiser \$ _____

I, _____, understand that these funds will not be available until this form is completed and returned to the campus office