

# FUND-RAISER AUTHORIZATION

Lomira School District

It should be generally understood that the procedure for obtaining authorization will follow this pattern:

- \_\_\_\_\_ 1. Approval by class or organization.
- \_\_\_\_\_ 2. Approval by class or organization head advisor and his/her signature.
- \_\_\_\_\_ 3. Check that school calendar is open on that day and reserve dates.
- \_\_\_\_\_ 4. Approval and signature of Mrs. Janke, Principal.

**This form should be completed as soon as possible in advance of fund-raising event, before commitments are made to vendors.**

\_\_\_\_\_ request permission to sponsor \_\_\_\_\_  
(Name of organization or club) (type of project)

\_\_\_\_\_ (Date of this report) \_\_\_\_\_ (Date and Time of sale - Stop and Start) \_\_\_\_\_ (Place)

Describe Products being sold: \_\_\_\_\_

Describe Price of Products being sold: \_\_\_\_\_

Specific reason/item for which the funds are being raised? \_\_\_\_\_

Will this promotion involve door-to-door sales? (circle one) Yes No

Distribution of products plan and date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Class Officer or organization president      Approval:    Yes    No      \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Advisor      Approval:    Yes    No      \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mrs. Janke, Principal      Approval    Yes    No      \_\_\_\_\_  
Date

