



FORM A

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT FUNDRAISER APPLICATION

Instructions: This form shall be used for fundraising activities. Before any activity is begun, the principal and area asst. superintendent must sign this form authorizing the organization to proceed with the project. By signing this form the area asst. superintendent, principal and sponsor acknowledges they are familiar with all the school District's policies regarding the sale of merchandise and/or *food products. The organization and/or club are responsible to collect sales tax and accept any and all liability related to this fundraiser. Also, within ten school days of the completion, the sponsor will submit an operating report to bookkeeper or secretary. Failure to turn in a completed operating report may affect approval of future fundraiser(s).

Today's Date: _____ Campus: _____

Club Name: _____ Fundraiser: _____

Sponsors involved: _____ # Students involved: _____ Location: _____

Explain fundraising procedures: _____

Explain how funds will be used to benefit students/school: _____

Type of fundraiser: ☐ Catalog Sale ☐ Single item sale ☐ Concessions ☐ Other _____

Date(s)/time(s) of fundraiser: _____ Date _____ Time _____ Is this sale taxable? ☐ Yes ☐ No

**If taxable, will this sale count as one of the two tax-free sale days? ☐ Yes ☐ No Date: _____

Is this your 1st or 2nd tax-free sale? ☐ 1st ☐ 2nd Estimated Gross: _____ Estimated Net: _____

Vendor Name: _____ Vendor Representative: _____

Vendor Address: _____

Vendor telephone number: _____

By signing I acknowledge I will comply with student activity procedures, guidelines and reporting.

Sponsor's Name Sponsor's Signature Date

<input type="checkbox"/>	Approved	_____	_____
<input type="checkbox"/>	Denied	Principal's Signature	Date
<input type="checkbox"/>	Approved	_____	_____
<input type="checkbox"/>	Denied	Area Assistant Superintendent	Date

**Health permits must be attached for any sale/exchange of food products.*

***Clubs are allowed 2 one-day tax free sales for which sales taxes are not required to be collected. All other sales may be taxable. Please refer to the Texas state Comptroller's fundraising guidelines within the Finance Department website.*