

**FORT BEND INDEPENDENT SCHOOL DISTRICT
PARENT ORGANIZATION / STUDENT ORGANIZATION FUND-RAISING PROPOSAL**

Campus: _____ Parent Organization: _____
 Student/Campus Org: _____ Acct # _____

Proposed Date(s) of Activity _____ Proposed Location: _____
 Group Beneficiary: _____ Estimated Profit: _____
 Proposed Use of Funds: _____

Provide a detailed description of the proposed activity. If sales, include examples of per-unit pricing and cost. Attach a budget and any information of forms that would be useful to the approval process:

Would this serve as the club/group's one "major" fund-raiser per semester? (See Board Policy FJ) Yes No
 Has this organization conducted this fund-raiser before? Yes No
 If yes, Net Profit Realized: \$ _____

Parent Organizations Only:
 Activity Coordinator(s)

Name _____	Daytime phone: _____	Eve. phone _____
Name _____	Daytime phone: _____	Eve. phone _____

Student or Campus Activity Fund Organizations Only:
 Sponsor: _____ \$ _____ Current Account Balance (per bookkeeper)
 Assumptions (*ok to use estimates or ranges*):
 Selling Price (each): *a* _____
 Est. Cost of each item: *b* - _____
 Est. Profit per item: *c* = _____
 Est. Number Items to be sold: *d* x _____
 Est. Fundraiser Profit: *e* = _____

Attach separate analysis if the workspace at left is in-sufficient to illustrate. Not all fundraisers lend themselves to this analysis.

This form is to be completed and submitted to the assistant superintendent at least 30 days prior to the date of the proposed activity. This form must be accompanied by a proposed budget that estimates the anticipated profit indicated above. The budget may be prepared using either: estimated revenues and expenses, or actual historical data based upon a similar or same activity conducted during a prior year.

Approved by (organization officer or club sponsor): _____ date _____
 Approved by (Principal): _____ date _____
 Approved by (Assistant Supt.): _____ date _____

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