



Hamilton County Board of Education

Project no. \_\_\_\_\_
(Example 2010-1)

FUNDRAISER AUTHORIZATION
Revised 4/15/10

SCHOOL NAME \_\_\_\_\_

Date of fundraiser: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

- Sponsoring group: [ ] SCHOOLWIDE
[ ] CLUB, CLASS \_\_\_\_\_
[ ] SCHOOL SUPPORT ORGANIZATION
\_\_\_\_\_

- Description of the project: [ ] RESALE ITEMS \_\_\_\_\_
(Attach Vendor Contract if applicable)
[ ] CHARITY \_\_\_\_\_
[ ] OTHER \_\_\_\_\_

Fund account's name \_\_\_\_\_ Fund Balance \_\_\_\_\_

Estimated profit: \$ \_\_\_\_\_

- Profits to be used for: [ ] GENERAL ADMINISTRATIVE EXPENSES
[ ] RESTRICTED FOR: \_\_\_\_\_

- Accountability: [ ] SCHOOL BOOKKEEPER
[ ] VENDOR COMMISSION
[ ] SCHOOL SUPPORT ORGANIZATION

Requested by \_\_\_\_\_ Date \_\_\_\_\_
Sponsor's Signature

Approved by \_\_\_\_\_ Date \_\_\_\_\_
Principal's Signature

Approved by \_\_\_\_\_ Date \_\_\_\_\_
Superintendent's Approval

NOTE: Send the original form (no copies) to Sandra DeLaune, Finance Department.
Upon approval by the Superintendent, it will be returned to the school bookkeeper.