

**LAGO VISTA INDEPENDENT SCHOOL DISTRICT
FUNDRAISING/SALES ACTIVITY APPLICATION**

Application must be submitted and approved prior to beginning any fundraising or sales activities.

Campus: _____ Group: _____

Fundraiser Title: _____

Item(s) being sold: _____

How will items be sold? (Catalog sales, prepaid orders, etc.) _____

Date(s) of fundraising: Begin _____ End _____

Vendor Name: _____

Representative Name: _____

Purpose for raising funds: _____

Projected Sales: \$ _____ Projected Expenses \$ _____

Projected Profit: \$ _____

Is this sale taxable? Yes _____ No _____

If yes, will this sale count as one of the two tax-free days? Yes _____ No _____

Is this your group's first or second tax-free sale to date? 1st _____ 2nd _____

I certify that all monies collected will be deposited to the Business Office, in accordance with the District's money handling procedures.

Student Group Representative Name: _____

Signature: _____ Date: _____

Sponsor Name: _____

Signature: _____ Date: _____

Application Status: Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Principal Signature: _____ Date: _____

**LAGO VISTA INDEPENDENT SCHOOL DISTRICT
FUNDRAISING SUMMARY**

Summary form is due to the Principal's office within 4 weeks of ending date of sale/activity.

TOTAL DEPOSITS \$ _____

TOTAL COST OF SALE/ACTIVITY (less) \$ _____

NET PROFIT \$ _____

QUANTITY OF INVENTORY RECEIVED _____

QUANTITY OF INVENTORY SOLD _____

QUANTITY OF INVENTORY GIVEN AWAY* _____

QUANTITY OF INVENTORY REMAINING _____

*Explanation for Inventory Given Away: _____

Sponsor Signature

Date

Principal Signature

Date

Secretary Signature

Date

*Original - Campus
Copies - Sponsor, Business Office*

**LAGO VISTA INDEPENDENT SCHOOL DISTRICT
ACKNOWLEDGEMENT OF ACTIVITY ACCOUNT RESPONSIBILITIES OF
FACULTY SPONSORS OF STUDENT GROUPS**

The purpose for the raising and expending of funds by student groups is for the direct benefit of the students. Fundraising activities will contribute to the educational experience of the students and will not conflict with the instructional program. Funds raised by student groups and organizations will be held by the school as trustee. The faculty sponsor of a student club or group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed by activity accounts.

I hereby acknowledge that I have read the “Lago Vista Independent School District Activity Account Manual” and that I am responsible for complying with it. In particular, I acknowledge that:

1. All fundraising activities will be approved, in advance, by the principal and/or the Superintendent’s designee using the Lago Vista Independent School District Fundraising/Sales Activity Application form.
2. I am responsible both for safeguarding and accounting for funds received from or on behalf of students.
3. Student activity money will be turned in to the office daily in the same form in which it was received. Monies will not be kept overnight in a desk or file cabinet, nor will they be taken home.
4. Upon the completion of each fundraiser, the Fundraising Summary will be completed and submitted to the principal and the Business Office.
5. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal using the Requisition/Purchase Order system.
6. I will maintain a positive balance in my organization’s activity account.

I understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

Sponsor Name

Sponsor Signature

Student Club/Organization

Account Number

Campus Name

Date