

Shepherd ISD

Fund Raiser Procedure

1. Fund Raising Form generated by organization sponsor requesting fund raising activity. **Note:** Form must be completely filled out to be given consideration by Central Office.
2. Form approved (signed) by Campus Principal and forwarded to Central Office (Superintendent).
3. Superintendent approves / denies request. Note: Fundraising activity must not start prior to receiving approval.
4. Form forwarded to Kelly Bowen (Administrative Assistant)
 - 4.1. Form copied
 - a) Original sent back to campus principal
 - b) Campus principal to inform sponsor of status of application
 - c) Copy placed in Fund Raising Folder
 - 4.2. Request Logged into Fund Raising Folder
 - 4.3. E-mail sent to J.W. Kirkham (Business Manager) and Vicki Boyd (Bookkeeper) informing the Business Office to look for funds from that organization.

**Shepherd Independent School District
Fund Raising Form**

Organization _____ Sponsor _____
Current Balance in Fund \$ _____ Campus _____

Fund Raising Event _____

Name of Company _____ () _____
Company Name & Phone

Street Address

City State Zip

Items to be sold _____

Date of beginning sales _____ Ending date of sales _____

Approved _____ Denied _____

Reason if denied _____

Once an organization or sponsor has decided on a definite fund raising event, this request form must be submitted to the building principal. Within 48 hours, the sponsor will receive notice that the request has been approved, denied, or approved with minor date changes.

Upon approval, the sponsor must then submit to the principal a completed purchase requisition form for all merchandise to be ordered or purchased. Failure to do so will place the responsibility for all costs on the sponsor personally.

NOTE: ALL cash or checks received during the fund raising event must be deposited in Peoples State Bank daily.

Signature of Principal Date Received Date Returned

For Office Use Only

[] Approved [] Denied P.O. Number

Superintendent Date Received Date Returned