



Fundraiser Application and Permit to Sell Products

Request for Fundraiser Approval and Permit to Sell Products at School Sponsored Events and at MISD Stadiums

Organizational Requests for Fundraiser Approval and Permit to Sell Products

Selling permits are allowed for school-sponsored, non-profit organizations only and are valid only during the school year approved. Proceeds earned should benefit specific MISD groups/clubs, etc. All other vendors not falling within these categories should contact the Purchasing Department at (817) 299-6090. A separate permit must be approved for each school-sponsored event during the school year.

Refer to MISD Board of Education Policy FJ/Local on the web at: www.mansfieldisd.org/aboutmisd/schoolboard.htm & then select Policy Online for information regarding the District's fund-raising activities by student groups and/or for school-sponsored projects.

Complete the information below. Attach a sample and of products to be sold. Forms returned without a sample will not be considered.

1. Valid for School Year *

2. Event Date *

3. Event Location *

4. Campus/Department *

5. Name of organization *

6. Contact person full name *

7. Phone number *

8. Email address *

9. Tax ID number *

10. Are the items being sold taxable? *

Yes

No

11. Will the organization be using a tax-free sale day for the calendar year (January-December)? *

No

Yes - 1st Tax Free day

Yes- 2nd Tax Free day

12. Will this be used as a Charitable Cause? *

Yes

No

13. Proceeds from sales will benefit the following MISD groups/clubs/etc. *

14. Have parents been notified in writing? *

Yes

No



15. Description of Fundraiser *

16. Type of Sale *

17. Vendor Name *

18. Products to be sold (samples must be attached to application) *

19. Anticipated Profit?

20. Specific purpose for which the net proceeds are to be used *

21. **Attach Sample of Products to be Sold**



22. As the booster club officer of this fundraiser, I agree to conduct this fundraiser in compliance with UIL, State, Federal, and District guidelines. I understand that the booster club must personally sign for all merchandise issued to them for sale. Deposits must be made on all funds collected. I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the sales tax collection and cash collections involved and understand that I will be held responsible.

- I agree
- I disagree

Representative Signature

Principal Signature

Director Signature

Athletic Director Signature

Purchasing Director Signature

Assoc. Supt. Business Signature

