



SSO Fundraiser Authorization Form (BUS-F016)

School Name: _____ SSO Name: _____

Proposed fundraising activity:

Documentation attached? (contract, agreement, brochure, fundraiser letter, etc.) Yes ☐ N/A ☐

Will students be involved in selling and/or collecting for this fundraiser? Yes ☐ No ☐

Proposed use of funds raised from this fundraiser:

Fundraiser Beginning Date: _____ Ending Date: _____

If fundraiser will be going on throughout the year (ie; spirit night, apparel sales, etc), specify other dates and/or frequency of event:

How will funds be collected? (check one): ☐ Pre-sale ☐ Point of Sale ☐ Upon Delivery ☐ Online Website

For online fundraising or online collections, list website data for viewing sales and/or collections:

Expected Net Profit \$

Expected Net Profit %

If you are using an outside organization in this fundraiser, please list the following:

Company Name _____

Contact Person _____ Phone No. _____

SSO should submit form to school's accounting technician/bookkeeper at least 30 days prior to the beginning of the fundraiser. Fundraiser approval should be received **before** any fundraiser information is posted to a website or correspondence sent to parents or potential donors. The SSO shall abide by all policies and procedures regarding school support groups. The director or director designee may suspend or revoke this authorization for failure of SSO to abide by the policies and procedures. SSO will indemnify and hold harmless CMCSS for the actions of the school support group.

Requested by: _____ Date: _____

SSO Representative Name/Title

Approved by: _____ Date: _____

Principal/Principal Designee Signature

Approved by: _____ Date: _____

CMCSS CFO Signature ***

*** CMCSS CFO must approve ALL elementary and middle school fundraisers, solicitation of donations and online fundraisers (ie; Go Fund Me, Donors Choose, Class Wallet, Email/Pledge/Donation Online Solicitations, Online Merchandise Sales, etc.) for high school.