

CELINA ISD FUND RAISER REQUEST

CAMPUS: _____

GROUP: _____

GROUP SPONSOR: _____

ONLINE CROWD FUNDING THROUGH SMARTWALLET OR DONORS CHOOSE

Please circle the appropriated crowd funding

Items received from Donors Choose must have district admin approval prior to posting for donations and become the property of Celina ISD

DOES NOT INCLUDE ITEMS ON MY SCHOOLBUCKS

WHAT IS FUND RAISING ACTIVITY _____

WHAT IS PURPOSE OF FUND RAISER? _____

ACTIVITY ACCOUNT CODE TO BE DEPOSITED: _____
Actual Account Number Not Name

PRIOR FUND RAISING ACTIVITIES THIS YEAR ? YES NO

IF YES HOW MANY AND FOR WHAT?

ONLY 1 FUNDRAISER PER SEMESTER IS ALLOWED. THE ONLY EXCEPTION TO THIS IS THE JUNIOR CLASS FOR PROM

SHOULD SALES TAX BE CHARGED TO GROUP? YES NO

NOT EVERYTHING WE PURCHASE IS TAX EXEMPT. FOR EXAMPLE CLUB T-SHIRTS, SPIRIT WEAR (PLAYOFF/ HOMECOMING SHIRTS) ANY NON-FOOD ITEMS SHOULD BE TAXED. IF YOU ARE PURCHASING AS AN AWARD OR INCENTIVE ITEMS ARE NOT TAXED. IF YOU ARE REQUIRING STUDENTS TO PURCHASE SHIRT FOR FIELD TRIP OR UNIFORM THEY ARE NOT TAXED. THE VENDOR SHOULD CHARGE THE DISTRICT TAX AND THE SALE PRICE OF THE ITEM SHOULD INCLUDE THE TAX. IF YOU ARE NOT CERTAIN ABOUT THIS, CONTACT THE BUSINESS OFFICE.

- APPROVER FLOW
1. CAMPUS PRINCIPAL
 2. BUSINESS MANAGER
 3. IT IF NECESSAY
 4. DISTRICT ADMINISTRATION