

Oklahoma City Public Schools
Fundraiser Permission Form Instructions

(Yearly and As Needed) Complete a Permission Form for each Anticipated Fundraiser at the beginning of the year and throughout the year when new Fundraisers are presented.

(Although the preferred method is to always submit the permission form with your budget request, in some situations new fundraisers may be discovered thorough out the year. The new fundraisers are the EXCEPTION and not the Rule.)

Section I: Complete fields 1 – 8.

Section II:

- 1) What-Fundraiser Item – Enter the name of the item(s) being sold
- 2) Where-will it be sold: cafeteria; sporting event; student store, etc.
- 3) Who-are the people authorized to sell the product? Children, Teachers, ect.
- 4) Expected sales
- 5) Expected cost
- 6) Total profit (this is a calculated field – no need to complete)
- 7) Purpose for the fundraiser – i.e. ‘Raising Funds for the Cheer Team’

Section III:

- 1) If items / services were purchased to be resold, enter the name of the vendor and the vendor ID here.
- 2) Vendor telephone number.

Section IV: Obtain appropriate signatures. Electronic signatures can be inserted.

OKLAHOMA CITY PUBLIC SCHOOLS

Fundraiser Permission Form

Section I: General Information			
(1) School Name		(2) Site Number	
(3) Cost Center Number		(4) Cost Center Name	
(5) Teacher / Sponsor		(6) Fundraiser Description	
/ / / /			
(7) a Beginning Sale Date	b Ending Sale Date	(8) Program Code(s)	

Section II: Financial Information			
Unhealthy Food CANNOT Be Sold At School During School Hours. Concession / Vending food cannot be sold during breakfast or lunch time when the cafeteria is open for business. For Healthy Ideas, Visit: http://okcpsnutrition.org/index.php?page=smartsnacks&sid=1707142351545761			
(1) Fundraiser Item			
(2) Where is it to be Sold			
(3) Authorized Seller(s)			
	-		=
(4) Total Estimated Sales		(5) Total Estimated Cost	(6) Total Estimated Profit
(7) Purpose of Fundraiser			

Section III: Vendor Information		
(1) Name and Number		(2) Telephone Number

Section IV: Signatures		
(1) Activity Fund Sponsor (Requestor)		(2) Date
(3) Principal (Approval)		(4) Date