
ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 6740
FUNDRAISING PERMISSION FORM

Name of School: _____

Check One: _____ School Community Fundraising (e.g., pizza, products, car washes,
advertising in programs) - Requires approval of principal
_____ Community at large/business (e.g., advertising, large signs) - Requires
approval of principal and Superintendent of Schools/designee
_____ Raffles - Requires approval of principal and Superintendent and /or
designee; also complies with state law

Fundraising Project: _____

Requesting Organization/Class/Club _____

Number of Sellers/Promoters: _____

Date(s) of Fundraising/Activity/Event: _____ to _____

Supplies/Product/Service/Activity: _____

Cost of Product/Service/Activity: _____

Markup Percentage: _____

Expected Revenue: Gross _____ Net _____

Purpose for which funds will be used: _____

Does item meet USDA guidelines? _____ If not, Exception #1 _____ #2 _____

Will the item create a litter problem? _____ If so, the following remedial steps will
be taken: _____

Signatures: _____

Organization/Club Advisor/Teacher _____ Date _____

Principal Approval _____ Date _____

Superintendent/Designee Approval _____ Date _____

Comments: _____

- Attached is letter to parents regarding the fundraiser and requesting parent permission.
- Attach Calculator Results.
- Keep all Permission Forms/Calculator Results at school for three (3) years.
- Calculator can be found at:
https://schools.healthiergeneration.org/focus_areas/snacks_and_beverages/smart_snacks/product_calculator/

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
KENOSHA, WISCONSIN

POST-FUNDRAISING FORM

Name of School: _____ Date: _____

Item Sold: _____

Vendor's Name and Address: _____

Sales Price

Number of Items Purchased

_____ = _____

Actual Receipts = _____

Variance = _____

Explanation of Variance: _____

Analysis of Project (i.e., Product Quality, Salability, Profit, Service, etc.):

Advisor: _____