

PHILLIS WHEATLEY HIGH SCHOOL

FUNDRAISER APPROVAL FORM

Please complete this form and return it to Ms. Montoya in the Main Office at least **2 weeks prior to the commencement of your fundraiser**. HISD requires approval of all fundraisers. This form will also enable us to keep accurate records and avoid duplication of events.

Name of WHS Club or Organization: _____

Sponsor or Contact Name: _____

Email: _____ Phone: _____

Today's Date: _____ Fundraiser starts on _____ and ends on _____

Description of fundraiser: _____

Please CHECK ONE of the boxes below:

☐ **OPTION I: WHS STUDENT ACTIVITY FUND**

Check this box if students will be participating in the fundraiser or it is parent-run and not handled by the PTO, ABC or Music Boosters. Please note that students may participate in two fundraisers per organization per year. (UIL Rules apply; please see Sponsor Responsibilities.) The duration of the fundraiser must not exceed two weeks.

Funds must be turned into and disbursed through the WHS Student Activities Fund; attach Permission Request Form AF-108. (Remember to use AF-104 when collecting funds.)

☐ Students Participating ☐ Parents only

Signature of Sponsor/Coach/Director

Date

☐ **OPTION II: PTO, ABC and Music Boosters**

Check this box if the fundraiser is parent-run by the WHS Parent-Teacher Organization (PTO), Athletic Booster Club (ABC) or Music Booster Club (MBC) with no student participation.

All deposits and disbursements related to the fundraising event will be handled by that organization's Treasurer. The organization's guidelines related to handling proceeds apply.

Signature of Coach/Director/President

Date

Signature of Treasurer

Date

If you would like your fundraiser announced in the weekly newsletter or posted on our website, please email Dawn Jones at djones57@houstonisd.org.

OFFICE USE: Received by: _____ Date: _____

☐ Approved ☐ Denied By: _____ Date: _____
Comments: _____