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# ***ADMINISTRATIVE REGULATION***

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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/](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: \_\_\_\_\_