

FUND-RAISER REQUEST

The sponsor is to complete the fund-raiser request form in duplicate and submit to the building principal.

TO: _____ Building: _____
(Principal)

_____ plans to raise funds.
(Club, Organization, Class, Activity)

Proposed Sales Project _____

Company and Address _____

Representative _____

Quantity to be Ordered _____

Cost per Unit _____

Proposed Sale Price per Unit _____

1. The date of the fund raising is _____
2. What are you going to use the money for? _____

3. How much are you trying to raise (dollar figure)? _____

Requested by: _____

Recommended for: _____

Sponsor Signature

Approval _____

Date

Disapproval _____

Date _____

Board Action: Approved _____

Disapproved _____

Signature: _____

FUND-RAISER REQUEST (Cont.)

**Student Activity Account
Fundraiser Profit/Loss Statement**

(This section is to be completed when the project is completed or monthly if fund raiser is ongoing through the year)

SCHOOL _____
ORAGANIZAION NAME _____ ACCOUNT # _____
PRODUCT TO BE SOLD _____
VENDOR NAME _____

SUMMARY OF DEPOSITS AND EXPENDITURES

RECEIPTS NUMBERS:	AMOUNTS:	RECEIPTS NUMBERS:	AMOUNTS:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL RECEIPTS _____

EXPENDITURES

INVOICE #	AMOUNT:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

RETURNED ITEMS _____
LOST, STOLEN _____
GIVE AWAY _____
MONIES NOT COLLECTED _____
RETURNED CHECKS _____
REFUND _____

TOTAL EXPENDITRES _____

NET PROFIT/LOSS ON THIS ACTIVITY (RECEIPTS-EXPENDITURES) _____

SPONSOR SIGNATURE **DATE**