

FUNDRAISER/SALES PROJECT FORM FOR STUDENT ACTIVITY

School Year 2023-2024

"SIDE A"

ORGANIZATION NAME: _____

CONTACT PERSON: _____ PHONE: _____

CONTACT PERSON ADDRESS: _____

PROPOSED FUNDRAISER: _____

COST PER ITEM? \$ _____ PROPOSED SALE PRICE? \$ _____ ESTIMATED # ORDERED: _____

FUNDRAISER BEGINNING DATE: _____

FUNDRAISER COMPLETION DATE: _____

LOCATION OF FUNDRAISER: _____

(FYI: IF THE FUNDRAISER IS ON SCHOOL PROPERTY, A BUILDING USE REQUEST MUST ALSO BE COMPLETED ON FACILITRON.)

ADMISSION OR ENTRY FEE: _____

WILL STUDENTS BE PARTICIPATING IN THE ACTIVITY? YES _____ NO _____

ANY PROFIT GENERATED FROM THIS FUNDRAISER WILL BE USED FOR THE FOLLOWING:

Signed: _____ Date: _____

Building Principal Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Please fill out the front of this form (SIDE A) in its entirety and submit for approval. After the Superintendent signs it, we will keep a copy of this to be approved at the next Board meeting (if necessary) and send the original back to you. **Please note: any fundraisers requiring that a vendor be paid MUST have a purchase order completed prior to the end of the fundraiser. Upon completion of the fundraiser, you must complete the back side of this form (SIDE B) and return for final signatures.** The form will then be filed in the Central Office for review by the auditors at year end. Any questions, please call Darla Davis at 448-4930.

"SIDE B"

SCHOOL YEAR 2020-2021

ONCE FUNDRAISER IS OVER, PLEASE COMPLETE "SIDE B", SIGN AND RETURN TO CENTRAL OFFICE:

ACTUAL QTY ORDERED	DESCRIPTION OF ITEM	Cost Paid Per Item	Sale Price of Item
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

(If same as "estimated" on Side A, indicate same.)

SALES PROJECT BREAKDOWNRECEIPTS: (Actual deposits from project or fundraiser)

<u>Date</u>	<u>Amount</u>
	\$
	\$
	\$
	\$
	\$

<u>Total Project Deposits:</u>	<u>\$</u>
--------------------------------	-----------

EXPENSES: (Actual expense of project or fundraiser)

<u>Date</u>	<u>Purchased From</u>	<u>Amount</u>
		\$
		\$
		\$
		\$
		\$

<u>Total Project Expense:</u>	<u>\$</u>
-------------------------------	-----------

<u>TOTAL PROFIT:</u>	<u>\$</u>
----------------------	-----------

Reason(s) for any discrepancies:

_____ Advisor/Sponsor	_____ Date
--------------------------	---------------

_____ Building Principal	_____ Date
-----------------------------	---------------

_____ Superintendent	_____ Date
-------------------------	---------------