**FUNDRAISER/SALES** **PROJECT** **FORM** **FOR** **STUDENT** **ACTIVITY**

School Year 2022-2023 **"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. **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.

www.My Drive>My Files>FUNDRAISERS>Fundraiser Form 2021

**"SIDE** **B"** SCHOOL YEAR 2020-2021

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

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

SALES PROJECT BREAKDOWN

RECEIPTS: (Actual deposits from project or fundraiser)

Date Amount $

$ $ $ $

Total Project Deposits: $

EXPENSES: (Actual expense of project or fundraiser)

Date Purchased From Amount $

$ $ $ $

Total Project Expense: $

TOTAL PROFIT: $

Reason(s) for any discrepancies:

Advisor/Sponsor Date Building Principal Date

Superintendent Date

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