

Fund-Raising Activities Request

*ALL SCHOOL FUND RAISING ACTIVITIES MUST BE APPROVED BY THE BOARD. REQUESTS MUST BE CHanneled THROUGH THE PRINCIPAL AND SUPERINTENDENT NO LATER THAN ONE (1) WEEK PRIOR TO THE BOARD MEETING AT WHICH THEY ARE TO BE CONSIDERED – Refer to Board Policy 09.33

To Be Considered at the (Date) _____ Board Meeting

School _____ Date of Fund Raiser _____

Organization _____

Type of Fund Raiser _____

What will be sold? _____

What will the funds be used for? _____

Will prizes be offered to the students? If so, describe the type of prizes that will be given.

What will be the roles of students/adults in this sale? _____

NO DOOR-TO-DOOR SOLICITATIONS OF THE GENERAL PUBLIC, INCLUDING BUSINESS AND INDUSTRY, SHALL BE CONDUCTED BY STUDENTS.

<i>FOR BOARD MEETING USE ONLY</i>
Request Granted: _____
Request Denied _____

_____ Teacher/Sponsor Signature	_____ Date
_____ Principal Signature	_____ Date
_____ Superintendent Signature*	_____ Date

*Superintendent’s signature tentatively approves fund raiser pending Board approval.

Fund-Raising Activities Request

F-SA-2B

FUND RAISER WORKSHEET

School
Activity Fund
Date
Fund Raiser

1. Total Count of Items to be sold

2. Item	Count x	Sales Price =	Budgeted Sales
Total count must equal Line 1.			

Total Budget Sales

3. Receipts

Date	Amount	Date	Amount

Total Receipts

4. Expense

Date	Check #	Amount	Date	Check #	Amount

Total Expenses

5. Total Count of Unsold Items

6. Item	Count x	Sales Price=	Unsold Items
Total count must equal Line 5.			

Total Value of Unsold Items

- 7. Anticipated Profit (Line 2-Line 4)
- 8. Value of Unsold Items (Line 6)
- 9. Subtotal (Line 7-Line 8)
- 10. Actual Profit (Line 3-Line 4)
- 11. Cash Over/Short (Line 9-Line 10)

- Disposition of Unsold Items:**
- Returned
 - Held for Next Fund Raiser
 - Other (Please Explain)

12. Explain Over/Short

Investigate significant differences immediately.

Sponsor

Principal

Review/Revised:11/17/11