

## Fundraiser Request

The activity sponsor is to complete the fundraiser request for and submit it to the building principal.

Fundraising Activity: \_\_\_\_\_

Activity Fund/Account Name: \_\_\_\_\_

Activity Sponsor: \_\_\_\_\_

Purpose of Project: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Length of Project: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Quantity to be Ordered: \_\_\_\_\_ Cost per Unit: \_\_\_\_\_

Proposed Sales Price per Unit: \_\_\_\_\_ Total Dollar Goal: \_\_\_\_\_

Requested by: \_\_\_\_\_

Sponsor's Name & Title

Date

Approved by: \_\_\_\_\_

Principal

Date

Approved by: \_\_\_\_\_

Director of Schools

Date

## Fundraiser Summary Report

The following section is to be completed at the conclusion of the project.

Total Collections	\$ _____	Supported by Fundraisers Summary Report
Less Total Expenses	\$ _____	Be specific in reporting total expenses
Total Fundraiser Profit	\$ _____	
Less Intended Purchases	\$ _____	Proof of purchases required – receipts, invoices, etc.
Difference	\$ _____	Explain the intended disposition of balance. Must be approved by the Director of Schools.

Completed by: \_\_\_\_\_

Sponsor's Name & Title

Date

Reviewed by: \_\_\_\_\_

Principal/Bookkeeper

Date

Approved by: \_\_\_\_\_

Director of Schools

Date