

# REQUEST FORM FOR FUNDRAISING ACTIVITIES

**Club or Organization:** \_\_\_\_\_

**Faculty Sponsor:** \_\_\_\_\_

**Fundraiser Company:** \_\_\_\_\_

**Item(s) to be sold:** \_\_\_\_\_

**Selling Price of Item(s):** \_\_\_\_\_

**Profit percentage:** \_\_\_\_\_ **Anticipated Profit:** \_\_\_\_\_  
(50/50, 60/40)

**Time period of fundraiser:** \_\_\_\_\_  
(Beginning to End)

**Reason for Raising Money:** \_\_\_\_\_

I, \_\_\_\_\_, sponsor for the above fundraiser understand that I am fully responsible and accountable for the items purchased and funds being turned in to the bookkeeper in a timely manner. I also understand that this fundraiser will be audited.

\_\_\_\_\_  
**Fundraiser Sponsor Signature**

**BROCHURE:** ( ) Attached      ( ) Not attached

( ) APPROVED      ( ) NOT APPROVED

**Reason:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**

\*Attached is the Activity Report for the club/organization that the fundraiser is for. (See bookkeeper for this form.)

# FUNDRAISER RECAP SHEET

School: \_\_\_\_\_ Faculty Sponsor: \_\_\_\_\_

Activity #: \_\_\_\_\_ Item(s) sold: \_\_\_\_\_

Number of Items Ordered: \_\_\_\_\_ Selling Price: \$ \_\_\_\_\_

Total Sales (#of items ordered X selling price): \$ \_\_\_\_\_

Adjustments to Inventory:  
 \_\_\_\_\_ (\$ \_\_\_\_\_)

**(Damaged Items, Stolen Items, Returns)**

Total Sales after adjustments: \$ \_\_\_\_\_

TOTAL DEPOSITS \$ \_\_\_\_\_

\*TOTAL EXPENSES (\$ \_\_\_\_\_) (\$ \_\_\_\_\_)

\*\*Profit/Loss \$ \_\_\_\_\_

\$ \_\_\_\_\_

Difference + / (-)

\*\*Profit/Loss should balance on both columns.

Explanation why Profit/Loss does not balance:

\_\_\_\_\_  
 \_\_\_\_\_

\*Award to Students (included in total expenses)

Student Name	Amount of Award

\_\_\_\_\_  
 Principal Signature

\_\_\_\_\_  
 Faculty Sponsor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Copy of detailed fundraiser billing invoice attached.**

# FUNDRAISER TICKET SALES RECAP

School Name: \_\_\_\_\_

Fundraiser: \_\_\_\_\_

Date: \_\_\_\_\_ Ticket Price: \$ \_\_\_\_\_

**Startup money:** \$ \_\_\_\_\_  
Secretary/Bookkeeper Sponsor

**Ticket Tally:**

Beginning # \_\_\_\_\_ Ending # (on roll/pack) \_\_\_\_\_

Tickets sold \_\_\_\_\_ x Ticket Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 (Ending – Beginning = Tickets sold) Ticket Sales

Beginning # \_\_\_\_\_ Ending # (on roll/pack) \_\_\_\_\_

Tickets sold \_\_\_\_\_ x Ticket Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 (Ending – Beginning = Tickets sold) Ticket Sales

**Total Sales:** \$ \_\_\_\_\_

**Cash in box:**

\$100.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 \$20.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 \$10.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 \$5.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 \$1.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 Total coins: \$ \_\_\_\_\_  
 Total Checks: \$ \_\_\_\_\_

Total cash in box \$ \_\_\_\_\_  
 Less startup money (\$ \_\_\_\_\_)  
**Total Sales:** \$ \_\_\_\_\_  
**Over/short** \$ \_\_\_\_\_

\_\_\_\_\_  
 Fundraiser Sponsor

\_\_\_\_\_  
 Secretary/Bookkeeper

\_\_\_\_\_  
 Principal

**FUNDRAISER – ISSUES TO STUDENTS**

Faculty Sponsor: \_\_\_\_\_

Organization: \_\_\_\_\_

Name of Item(s) Sold: \_\_\_\_\_\

STUDENT NAME	NUMBER ITEMS ISSUED	NUMBER ITEMS RETURNED	NO. ITEM SOLD	SELLING PRICE OF ITEM	AMOUNT OF MONEY DUE	MONEY TURNED IN	OVER (SHORT)
<b>TOTALS</b>							

\_\_\_\_\_  
Faculty Sponsor

\_\_\_\_\_  
Date