

Fund Raiser Request & Summary Report

The Activity Sponsor or SSO Liaison is to initially complete this Fundraiser Request Form and submit it for approval to the Building Principal, then forward to the Director of Schools for final approval.

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|--|------------------------------------|
| School _____ | School Year _____ |
| Fundraising Activity: _____ | |
| Activity/Account Name _____ | |
| Current Balance in Account _____ | |
| Activity Sponsor(s) or SSO Liaison _____ | |
| Purpose of Project _____ | |
| Date of Project _____ | Length of Project _____ |
| Company Name/Address _____ | |
| Quantity to be Ordered _____ | |
| Proposed Cost per unit _____ | Proposed Sale Price per unit _____ |
| Percentage of Profit Earned _____ | Estimated Profit \$\$ _____ |
| Requested by: _____ | |
| Activity Sponsor or Liaison | Date |
| Approved by: _____ | |
| Principal | Date |
| Approved by: _____ | |
| Director of Schools | Date |

Fundraiser Summary Report

This section is to be completed at the conclusion of the project. To be submitted to school bookkeeper if this is a school activity, or maintained appropriately by SSO Treasurer, since both are subject to audit.

| | |
|---------------------------------|--|
| Total Collections: _____ | Supported by Fundraiser Summary Report |
| Less Total Expenses _____ | Attach all documentation |
| Total Fundraiser Profit _____ | |
| Less Intended Purchases _____ | Attach proof of purchase required - receipts, invoices, etc. |
| Difference _____ | Attach explanation, if needed |
| Completed by: _____ | |
| Activity Sponsor or SSO Liaison | Date |
| Reviewed by _____ | |
| Bookkeeper/SSO President | Date |
| Reviewed by _____ | |
| Principal | Date |

Ending Inventory (if applicable)

Number of items on hand times selling price equals ending inventory value.

| | | | | | | |
|---------------------------|-----------|-------|------------|---|-------|---------------|
| # of Item: _____ | * (times) | _____ | Sell Price | = | _____ | Value on Hand |
| (Continue list if needed) | | | | | | |