

Covington County Schools

Fundraiser Approval Form and Profit Worksheet

1. Fundraisers must be authorized by the Principal and Superintendent at least **14 days** before purchases are made or the fundraiser is announced.
2. Failure to follow fundraiser procedures will result in future fundraisers not being approved.
3. Projects should be limited and a specific need must be addressed which cannot be filled with teacher fee money when supplied by the state.
4. No classes will be interrupted for the purpose of selling any products and teacher time spent on projects should not take away from instructional time.

Date Submitted: _____

Club/Sport Activity: _____ Sponsor: _____

Fundraiser Dates: from _____ to _____

Fundraiser: _____

Purpose of Fundraiser: _____

Vendor: _____ Vendor Contact: _____

Estimated Total Cost: \$ _____ Estimated Profit: _____ %

Principal Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

Profit Worksheet

(Please complete the Profit Worksheet after the fundraiser is complete)

*ATTACH THE ACTIVITY REPORT TO THIS FORM

Revenue:	
Sales: Quantity X Sales Price	\$
Other Revenue:	
Donations, Sale of Ads, Etc.	\$
(A) Total Revenue	\$
Expenses:	
Product Cost: Quantity X Cost	\$
Other Costs:	
Freight, Advertising, etc.	\$
(B) Total Expenses	\$
(C) Total Profit	\$
(A) – (B)	\$
Items Unsold	
Quantity X Cost	\$
Profit Margin:	
Profit/Revenue X 100	%

Approval of Profit Worksheet:

Club Advisor: _____ Date: _____