



Activity Funds
Fundraising Activity Form

SECTION 1 – GENERAL INFORMATION				
Campus Name	Today's Date	Account Number	Name of Activity Fund Club or Organization	
Sponsor/Contact Name		Sponsor/Contact Phone #	Sponsor/Contact Email	

SECTION 2 – FUNDRAISER INFORMATION				
Fundraiser # (Assigned by Financial Services)	Type of Fundraiser		Date(s) fundraiser/event will take place From: _____ To: _____	
Vendor Name	Is this a taxable sale? Yes No	If yes, is this one of your two tax-free days for the year?	Tax Free Day (if applicable)	Will distribution to students occur during school hours? Yes No (time) _____
What type of merchandise/service will be sold/provided and how?				
What will the funds generated be used for? Be specific.				

SECTION 3 – PROJECTED SALES & EXPENDITURES	
(a) Price per item/service to be sold (b) Number of items/services expected to be sold (c) Expected income (d) Total cost of merchandise/services (e) Expected Profit	Enter additional information here or attach price list (e.g., commission, price range).

SECTION 4 – ACKNOWLEDGEMENT & REQUIRED SIGNATURES			
<i>I certify that I will exercise strict control over all products in my possession and will remit all collections on a daily basis to the campus secretary/bookkeeper. I further certify that I have reviewed and read the Activity Funds Manual on the District's website and signed the Acknowledgement of Responsibilities for Sponsors form. Additionally, I certify I have received the Sponsor's training and will notify Financial Services if additional training is needed. I understand that I am responsible for any losses due to my failure to follow established rules and procedures. Acknowledge by signing below (If signing manually, please date it).</i>			
Sponsor's Signature	Reviewed by Bookkeeper	Principal's Approval	Financial Services Approval
Date: _____	Date: _____	Date: _____	Date: _____

SECTION 5 – FUNDRAISER RECAP (To be completed at the END of the fundraiser)		
REVENUES	EXPENSES	INVENTORY RECAP (Product Sales Only)
(a) Total Sales/Collections	(g) Payments to Vendor	(k) Total items available for sale
(b) Commissions Received	(h) Sales Tax	(l) Actual items sold
(c) Donations Received	(i) Other*	(m) Items returned*
(d) Total Funds Raised	(j) Total Expenses	(n) Items unaccounted for*
(e) Total Bank Deposits	PROFIT/LOSS	(o) Items remaining in inventory
(f) Difference*		
* Comments/explanations of discrepancies		
* How will you dispose of remaining inventory?		

SECTION 6 – ACKNOWLEDGEMENT & REQUIRED SIGNATURES		
By signing below, I certify that the information included in this Fundraiser Recap is accurate.		
Completed by Sponsor	Verified by Bookkeeper	Principal's Approval
Date: _____	Date: _____	Date: _____

Email the completed form to Financial Services within 10 days of the end of the fundraiser.