

Shields Valley Schools FUNDRAISING FORM

A: Request for Pre-Approval of Fundraiser

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| Group/Club Name: _____ Account Number: _____ Today's Date: _____ | |
| Advisor Name: _____ Student Representative Name: _____ | |
| Current Account Balance: \$ _____ | |
| Type of Fundraiser: | |
| <input type="checkbox"/> Catalog product sales (cookie dough, magazine subscriptions) <input type="checkbox"/> Donation or non-product activity (car wash, penny drive, ink cartridges, yard sale) <input type="checkbox"/> Product shipped before sale (discount cards, suckers, poinsettias, candy canes, roses) <input type="checkbox"/> Events for which tickets are sold (plays, Musicals, spaghetti dinners, dances) <input type="checkbox"/> Other (concession stands, raffle tickets, etc.) | |
| Activity/Fundraiser Name: _____ | |
| Description (please describe in detail what you plan to do and the procedure you have for collecting the money. How are you going to ask for donations? Are you going to solicit businesses? What will be sold? How will it be sold? Who will be selling it? Buying it? What prices will you charge?): _____ _____ _____ | |
| Intended Use of Proceeds (Why are you raising funds? What will you spend it on? Goals?): _____ _____ _____ | |
| Fundraiser Start Date: _____ Fundraiser End Date _____ | |
| Estimated Expenses: \$ _____ Estimated Revenues: \$ _____ Estimated Profit: \$ _____ | |

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|  | Signatures Team/Club Leader (student): _____ Club Advisor (Staff) _____ Principal's Signature: _____ Superintendent Signature: _____ |
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B: Steps Following Approval

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| <ol style="list-style-type: none"> 1. Order all needed materials and/ or supplies with a "purchase Order" (PO). Get this form from the HS Secretary. 2. If needed, fill out a Facilities Use Form if your activity is on school property. 3. If needed, request a cash box from the secretary. 4. Conduct the fundraiser, monitoring all cash and goods. Inventory must be kept for the goods being sold. 5. Return all money to the secretary for deposit. Fill out a deposit slip (included in the cash box). <u>Do Not take expenses from money collected.</u> |
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C. Accounting Summary of Fundraiser after Fundraiser is Complete

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| Total Revenue Received: | \$ _____ |
| Total Expenditures (including cost of Goods sold): | \$ _____ |
| Net Profit/Loss (total Revenue Received - Total Expenditures): | \$ _____ |

D Final Approval of Reconciliation - Signatures after Fundraiser is Complete

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|  | I hereby certify that the above accounting information is complete and accurate: Team/Club Leader (student): _____ Club Advisor (staff): _____ Principal's Signature: _____ Business Manager's Signature: _____ |
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Distribution: Secretary, District Clerk