

Shields Valley Schools  
**FUNDRAISING FORM**

**A: Request for Pre-Approval of Fundraiser**

Group/Club Name: \_\_\_\_\_ Account Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Student Representative Name: \_\_\_\_\_

Current Account Balance: \$ \_\_\_\_\_

Type of Fundraiser:

- ☐ Catalog product sales (cookie dough, magazine subscriptions)
- ☐ Donation or non-product activity (car wash, penny drive, ink cartridges, yard sale)
- ☐ Product shipped before sale (discount cards, suckers, poinsettias, candy canes, roses)
- ☐ Events for which tickets are sold (plays, Musicals, spaghetti dinners, dances)
- ☐ 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: \$ \_\_\_\_\_



**Signatures**

Team/Club Leader (student): \_\_\_\_\_ Club Advisor (Staff): \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Superintendent Signature: \_\_\_\_\_

**B: Steps Following Approval**

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). Do Not take expenses from money collected.

**C. Accounting Summary of Fundraiser after Fundraiser is Complete**

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**



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: \_\_\_\_\_

Distribution: Secretary, District Clerk