

## FUND RAISER REQUEST FORM

Organization: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

Projected Date of Event/Sale: \_\_\_\_\_

Description of Items to be Sold: \_\_\_\_\_

Purpose for fund raising activity and how funds will be used:

\_\_\_\_\_  
\_\_\_\_\_

Name of Company/Salesman: \_\_\_\_\_

Amount of Money Projected to be Raised: \_\_\_\_\_

Percentage of Profit: \_\_\_\_\_ Will company take back unsold items? \_\_\_\_\_

Does the company have a prize program? If yes, explain. \_\_\_\_\_

\_\_\_\_\_

Will solicitations be a method of raising funds? \_\_\_\_\_

Where? \_\_\_\_\_

When? \_\_\_\_\_

Do you have permission from the parents of the students? \_\_\_\_\_

\_\_\_\_\_  
Faculty Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

**FUND RAISER ACCOUNTABILITY FORM**

Date of Event/Sale: \_\_\_\_\_ to \_\_\_\_\_

Group/Club Sponsoring Sale: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Items/Product Sold: \_\_\_\_\_

Purchased From: \_\_\_\_\_

1. Total cost of items/products purchased: \$ \_\_\_\_\_

2. Number of items sold \_\_\_\_\_ x selling price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

ANTICIPATED PROFIT: (Number 2 minus Number 1) \$ \_\_\_\_\_

TOTAL DEPOSITED TO OFFICE: \$ \_\_\_\_\_

MINUS TOTAL COST OF PRODUCT(S): \$ \_\_\_\_\_

\*ACTUAL PROFIT (OR LOSS) FROM SALE: \$ \_\_\_\_\_

\*If there is a difference between anticipated profit and actual profit, explain below:

\_\_\_\_\_  
\_\_\_\_\_

THE ABOVE INFORMATION IS A TRUE ACCOUNT OF MONIES SPENT AND COLLECTED.

\_\_\_\_\_  
Sponsor/Teacher Responsible

\_\_\_\_\_  
Date

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Deposits verified by: \_\_\_\_\_

Date: \_\_\_\_\_