

Fundraiser Request

The Activity Sponsor or SSO Liaison is to complete this Fundraiser Request form and submit it to the building principal, then forward to the Director of Schools

School: _____ School Year: _____

Fundraising Activity: _____

Activity Fund/Account Name: _____

Activity Sponsor or SSO Liaison: _____

Purpose of Project: _____

Date of Project: _____ Length of Project: _____

Company Name: _____

Company Address: _____

Representative Name: _____ Phone: _____

Quantity to be Ordered: _____ Cost per Unit: _____

Proposed Sales Price per Unit: _____ Cost per Unit: _____

Proposed Sales Price per Unit: _____ Total Dollar Goal: _____

Requested by: _____
Activity Sponsor or SSO Liaison Date

Approved by: _____
Principal Date

Approved by: _____
Director of Schools Date

Fundraiser Summary Report

The following section is to be completed at the conclusion of the project. To be submitted to school bookkeeper if this is a school activity, or maintained appropriately SSO Treasurer, since both are subject to audit.

Total Collections	\$ _____	Supported by Fundraiser Summary Report
Less Total Expenses	\$ _____	Attach all documentation
Total Fundraiser Profit	\$ _____	
Less Intended Purchases	\$ _____	Attach proof of purchase required – receipts, invoices, etc.
Difference	\$ _____	Attach explanation if needed

Completed by: _____
Activity Sponsor or SSO Liaison Date

Reviewed by: _____
Bookkeeper/SSO President Date

Reviewed by: _____
Principal Date