

FUNDRAISING REQUEST FORM

SCHOOL _____
ORGANIZATION _____
BUDGET GOAL _____
PLANNED USE OF FUNDS _____
VENDOR _____
PRODUCT TO BE SOLD _____
BEGINNING DATE _____
ENDING DATE _____

SPONSOR'S SIGNATURE _____

PRINCIPAL'S SIGNATURE _____

APPROVED DISAPPROVED

DATE _____

SUPERINTENDENT SIGNATURE _____

FUNDRAISER DOCUMENTATION FOLDERS

FOLDER CHECKLIST TO BE KEPT BY SPONSOR:

- Copy of brochure
- Vendor order sheets
- List of funds collected
- List of deposits (Receipt from secretary should be attached to deposit)
- List of payments

FOLDER CHECKLIST TO BE KEPT BY PRINCIPAL

- Copy of brochure
- Company contact info
- List of deposits
- List of vendor payments
- Check off by principal of sales & vendor payments

FINAL RECONCILIATION OF FUNDS

- Total \$ amount of product ordered
- Total funds collected
- Total deposits
- Total payments disbursed
- Total profit gained

NOTE: A copy of the fundraiser documentation form is to be completed and returned to the central office upon completion of the event.