

# Fund Raiser Activity Request Form

## Request to Collect Money

- High School
- Middle School
- Elementary
- Learning Center
- Athletics

\_\_\_\_\_  
Contact Name / Advisor / Coach

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Contact Phone Number:

\_\_\_\_\_  
Type of Activity:  
(fundraiser / dance / charity / etc)

\_\_\_\_\_  
Purpose/Description of Activity:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Location of Activity:

\_\_\_\_\_  
Date(s) of Activity:

\_\_\_\_\_  
Expected Amount of Money To Collect:

\_\_\_\_\_  
How Will Students Be Supervised:  
\_\_\_\_\_

\_\_\_\_\_  
If applicable, describe the projects for which the money will be spent and the estimated cost of each project:  
\_\_\_\_\_  
\_\_\_\_\_

**To Be Completed By Administration**

Request Approved

Request Denied

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**External Activity Only (Superintendent Approval Required)**

Request Approved

Request Denied

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

Freeland Community School District  
**Fund Raiser Activity Summary Form**  
**Internal Funds**

\_\_\_\_\_

Contact Name/Advisor Dept./Group/Building

\_\_\_\_\_

Type of Activity Date of Activity

**Gross Sales** (money taken in)      \$ \_\_\_\_\_

**Total Deposit**                              \$ \_\_\_\_\_

**Difference**                                      \$ \_\_\_\_\_

**Explanation of any Variance :**

Cost of Event – Expense Detail				
Date	Vendor	Description	Cost	
			\$	<b>Total Expenses:</b>  \$
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

Explain any vendor bonus programs (cash back for volume sales, free products, etc.):

\_\_\_\_\_

Prepared By Date

\_\_\_\_\_

Supervisor's Signature Date