

**Fremont County School District #6
Wind River / Crowheart Schools
Fundraising / Activity Form**



A. Proposal: Pre-Approval of Fundraiser (at least TWO weeks prior to fundraiser)

School: _____	Group Name: _____	80 Account #: _____
Proposed Fundraising Activity: _____		
Intended Use of Proceeds: _____		
Estimated Revenues: \$ _____	Estimated Expenses: \$ _____	
Estimated Revenues - Estimated Expenses = Estimated Profit: \$ _____		
Will the fundraiser be held for the benefit of an organization outside the district? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes , please attached a copy of the name, address and phone number of the organization.		
Dates of the Fundraiser:	Start: _____	End: _____
Team / Club Leader (Student): _____ <div style="text-align: center;"><i>Signature & Date</i></div>	Coach / Club Advisor (staff): _____ <div style="text-align: center;"><i>Signature & Date</i></div>	
Principal's Pre-Approval: _____ <div style="text-align: center;"><i>Signature & Date</i></div>	Activity Director: _____ <div style="text-align: center;"><i>Signature & Date</i></div>	

B. Steps Following Approval: (Request must be approved BEFORE event can take place.)

<ol style="list-style-type: none"> 1. Pre-approval of fundraising activity. 2. Obtain parent permission. 3. Order all needed materials or supplies by entering a requisition and obtaining a Purchase Order through the Business Office. 4. If needed, complete a Contract with vendor after obtaining Purchase Order approval (contracts can only be signed by Superintendent or their designee.) 5. Request a cash box, if needed. 6. Conduct fundraiser, monitoring all cash and goods. Inventory should be kept for goods being sold. 7. Obtain appropriate record keeping forms from Business Office / website "Deposit Summary for Activity Funds." 8. Turn all money / checks INTACT into Business Office for deposit. Do not take expenses from money collected.
--

C. Accounting Summary of Fundraiser (Reconciliation)

1.	Anticipated Revenue (Amount you should have collected based on actual sales:	\$	
2.	Total Actual Revenue Received.	\$	
3.	Total Cost of Goods Sold (your cost for items sold)	\$	
4.	Other Expenses (decorations, supplies, etc.)	\$	
5.	Total Expenditures	\$	
		<i>line 3 plus line 4</i>	
6.	Net Profit (loss)	\$	
			<i>(line 2 less line 5)</i>

D. Final Approval of Reconciliation

I hereby certify that the above accounting information is complete and accurate:			
Team / Club Leader (Student): _____ <div style="text-align: center;"><i>Signature & Date</i></div>	Coach / Club Advisor (staff): _____ <div style="text-align: center;"><i>Signature & Date</i></div>		
Principal's Pre-Approval: _____ <div style="text-align: center;"><i>Signature & Date</i></div>	Activity Director: _____ <div style="text-align: center;"><i>Signature & Date</i></div>		

Once Completed, please deliver to the BUSINESS OFFICE.