

Fundraiser Request Form

SALES PROJECT POTENTIAL

**** This Form must be completed BEFORE any sales, advertisements, or fundraising efforts begin. ****

Activity or Project and Date _____

Group/Club Name _____

Which organization is sponsoring this event: Vermilion Local Schools _____ Boosters _____

Description of Fundraiser _____

Purpose of Fundraiser _____

Date(s) of Fundraiser/ Sales _____

Will items be purchased for this event? No _____ Yes _____ If yes, PO # _____

Items purchased from (Company name and address): _____

Items to be Sold _____

Estimate of Revenue Generated from Event _____

REQUESTED BY:

Advisor/Coach Date

APPROVED BY:

Principal or Building Administrator Date

Superintendent Date

Treasurer's Office Date

**PAGE 2 AND PAGE 3 OF THIS FORM MUST BE COMPLETED AND
SUBMITTED TO THE TREASURER'S OFFICE AT COMPLETION OF SALE**

Checklist for Fundraiser

*****Must be submitted with your completed project report*****

Events that tickets are sold for:

- If selling tickets for an event, the beginning ticket and ending ticket are included in my documentation.
- If selling tickets for an event, the number of tickets sold times the ticket price equals the revenue deposited. If there is a discrepancy, please include an explanation in your documentation.
- I have included the advertisement used the event, which includes the price of the event and the date of the event.

Events that generates revenue:

- I have included the advertisement used to market the event, which includes the price of items sold.
- I have provided a full inventory of items sold and the cost of each item.
- My inventory of items sold equals the revenue deposited. If there is a discrepancy, please provide an explanation in your documentation.

All other Fundraisers:

- Please document how you advertised for the event, what and how much was sold, and any discrepancies from your documentation to the amount of money deposited into the Districts bank.
- Please provide any other documentation so that someone unfamiliar with your event can understand what was sold, how much was sold, at what cost it was sold, and who it was sold to.

Student Managed Activities (200 accounts)

- If you buy something with a 200 account, please include the minutes and vote of the student officers to buy these items, or donate items.
- If donating items, please include the minutes and vote of the student officers and minutes from the Board of Education accepting the donation.