Fundraiser Request Form

SALES PROJECT POTENTIAL

** This Form must be comp	leted BEFORE ar	ny sales, advertisements, or fu	ndraising efforts begin
Activity or Project and Date			
Group/Club Name			
Which organization is sponsoring	g this event: Ve	ermilion 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 addr	ess):	
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

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COMPLETED PROJECT REPORT

EXPENSES:

Quantity	Item Sol	ld Co	st/Each	Total Co purchase i		Sale Price	Potential Inco
		Less Ro		(
		Less Cost of G Potential Inc		\$\$			
		rotentiai inc	ome	Φ			
COME (TOTAL	DEPOSITED WI	TH TREASURER,) <i>:</i>				
	DATE	AMOUNT		_	DATE	AMOU	UNT
		TOTAL GROSS	INCOME	¢			
ΓEMS OR MONE	EY NOT ACCOU	NTED FOR (pleas					
OTAL AMOUNT	NOT ACCOUN	TED FOR \$					
PROFIT	WORKSHEET:			INCOME FRO			
				OST OF GOOI OFIT / LOSS:	OS SOLD:		
			NEI PRO	OF11 / LUSS:		Ψ	
dvisor/Sponsor Si	ignature	Date		Principal/Buil	ding Admi	n.	Date
'reasurer		Date	<u>—</u>				

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Checklist for Fundraiser

Must be submitted with your completed project report

Events that tickets are sold for:

Ш	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.					

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