

Activity Fund Accounting Procedures Information for Sponsors/Secretaries

Request for Fundraiser Nontaxable Items

Date _____

Campus _____

Organization _____

1. Goals or Objectives for the Fundraising Project

2. Proposed Amount to be Raised _____

3. Items to be Sold _____

4. Percent Profit to School _____

5. Unit Selling Price _____

6. Name and Phone Number of Sales Company _____

7. Name and Phone Number of Salesman _____

8. Dates of Fundraiser _____

9. In School Solicitation YES NO

10. Out of School Solicitation Only YES NO

11. Unsold Items are Returnable YES NO

12. Planned use of Funds _____

Signature of Sponsor (Please Date)

Approval of Principal (Please Date)

Asst. Supt. - Business Services (Please Date)