

GODLEY INDEPENDENT SCHOOL DISTRICT FUND RAISING/SALES ACTIVITY APPLICATION

Campus _____ Date _____

| | |
|------------|--------------------------|
| Fundraiser | <input type="checkbox"/> |
| Sale | <input type="checkbox"/> |

Organization/Group _____ Sponsor _____

Beginning sale date _____ Ending date _____

Describe the purpose of this sale _____

Description of product(s)/activity _____

Vendor _____ Representative _____

Company Name

Phone

Address _____

Street Address/P.O. Box Number

City

State

Zip

Have all outstanding debts from previous activities been collected? _____ Yes
 No

\$ _____

Amount Outstanding
To be completed by Campus Treasurer

Estimate the following:

Approximate cost per item \$ _____

Estimated profit \$ _____

Percentage profit _____

Who will do the selling? _____ Where? _____

Will door-to-door solicitation be involved? _____

I certify that I will exercise strict control over all products in my possession and will remit all collections on a daily basis to the campus secretary/bookkeeper. I further certify that I reviewed and read the sponsor supplement and signed the Responsibilities of Faculty Sponsors of Student Groups Acknowledgement form. I will notify the business office promptly of all outstanding debts so that appropriate action may be taken. I realize that any losses due to my failure to follow established rules and procedures may become my personal responsibility and may have the amount deducted from my pay.

Signature of sponsor *Date* *Principal approval* *Date* *Director of Finance approval* *Date*

FUND RAISING RECAP

Due in Campus Treasurers office within 4 weeks of ending sale date

Total Deposits \$ _____ Quantity of Inventory Received _____

Less: Total Cost of sale (invoice) \$ _____ Less: Inventory Sold _____

Net Profit \$ _____ Less: Inventory Giveaway** _____

Inventory Remaining _____

**Please explain inventory giveaways

Sponsor Date

Principal Date Campus Treasurer Date

Original: Campus 1 Copy; Sponsor 1 Copy; Campus Treasurer 1 Copy on approval and one copy on recap