



BOARD APPROVAL RECEIVED
DATE: _____

BOARD APPROVAL NEEDED

APPLICATION FOR FUNDRAISING ACTIVITY

PART I: FUNDRAISER SPECIFICS

SCHOOL NAME: _____ SITE CODE: _____ DATE: _____

NAME OF FUNDRAISING ACTIVITY: _____

SCHEDULED DATES:

START: _____ SUB-ACCOUNT NAME: _____ PROJECT CODE: _____

END: _____ **** Food-related fundraisers may last a maximum of 14 consecutive days, and require the USDA Smart Snacks Form completed and attached to this application****

DESCRIPTION OF FUND RAISING ACTIVITY (ONE ACTIVITY PER APPLICATION)

Please provide as much detail as possible about the Fundraising activity that will take place

DESCRIPTION OF HOW RAISED REVENUE WILL BE UTILIZED (ALSO INCLUDE PRIZES/AWARDS/INCENTIVES)

If listing supplies, events, prizes, awards and incentives, please provide specific examples

SPONSOR'S NAME (PLEASE PRINT) _____ SPONSOR'S SIGNATURE/DATE _____

PRINCIPAL'S NAME (PLEASE PRINT) _____ PRINCIPAL'S SIGNATURE/DATE _____

PART II: REQUISITION

TYPE OF FUNDRAISER

CONSIGNMENT FUNDRAISER (FOR ITEMS THAT CAN BE RETURNED, A REQ TO ENCUMBER 10% OF THE COST MUST BE SUBMITTED WITH THIS APPLICATION TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT FOR BOARD APPROVAL)

RQ #: _____

NON-CONSIGNMENT (REQ FOR FULL ENCUMBRANCE REQUIRED PRIOR TO THE ORDERING OF ANY GOODS OR SERVICES)

RQ #: _____

ACCOUNTING USE ONLY

Board Approval/Non-Approval Information

PART III: NET PROFIT

COMPLETE THIS SECTION WITHIN TWO WEEKS OF THE END OF THE FUNDRAISER AND SUBMIT TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT

Please attach the completed Fundraising RQ Checklist (for consignment fundraisers) and the Reconciliation Worksheet for Fundraiser Profit/Loss (optional) to this form

Total Revenue Collected \$ A

Total Expenditures \$ B

Net Profit (Loss) \$ A-B

SPONSOR'S SIGNATURE/DATE

SITE ACTIVITY FUND CUSTODIAN SIGNATURE/DATE