

## CHEAT-SHEET – AF-108

# Fundraising / Sales Activity Application

Fundraiser	For profit – do you intend to make a profit?
Sale	Not for profit – items priced only to cover cost. (Some sales may result in a small profit due to rounding UP to cover sales tax)
Campus	Enter campus name
Date	Enter today's date
Club Name	Enter club name
Sponsor	Enter sponsor name
Sale Beg Date	Enter beginning date of sale
Sale End Date	Enter the last day items will be sold
Event Date	If your fundraiser or sale is on a specific day? (Ex. Dance, Athletic Camp, etc.) Enter the day it will be held.
Purpose of Sale	What will the fundraiser money be used for? (Ex. Purchase new equipment, trip to Disney World, Senior Prom, etc.)
Product/Activity	What will you be doing to raise the money? (Ex. Car Wash, Lift-A-Thon, Dance, etc)
Product Distribution	Will product be distributed during school hours? Check Yes or No
Vendor Information	Please enter all information – if a routine <u>approved vendor</u> is used – write the VENDOR NAME & “vendor on file”. We must have the vendor's name.
Selling Price	List the sales price of the item/s you are selling. If you are selling various items then enter a <u>price range</u> (Ex. \$1.50 – \$8.00)
Est. Profit	Enter profit as a <b>TOTAL</b> for the fundraiser. If this is a sale, then profit will be \$0 <u>Do not write \$2.00 per item.</u>
% Profit	Enter profit as a percentage – most brochure sales will give you this amount.
Sales Tax	Is this sale taxable? <u>Examples of common taxable sales:</u> Yearbooks, T-Shirts, Agendas, student planners, brochure sales items that are NOT food, sketchbooks, rental of tangible personal property such as locks, musical instruments, publications such as football, basketball, or volleyball programs, magazines (single issue or subscription less than six months), school purchased supplies that are sold to students, any articles of clothing, etc. <u>Examples of common non-taxable sales:</u> Food items; rental of real property such as gymnasiums, auditorium, library, or cafeteria; Agricultural products (plants & seeds); parking permits for public school students, faculty & staff; car washes; sales of advertising space in athletic programs, yearbooks, newspapers; tickets to events; fines; etc.
If yes question	If yes, are you using this sale as one of your 2 tax-free sale days for this <b>calendar year</b> ? This is where you would state YES, I'm using one of my tax-free days to sell yearbooks, agendas, T-shirts, etc.  *The campus as a whole gets 2 One-Day Tax-Free Sales **Bona Fide Chapter Clubs (elects officers, holds meeting, & takes minutes) get 2 One-Day Tax-Free Sales.
Is this your 1 <sup>st</sup> or 2 <sup>nd</sup> Tax-free sale to date	Think Calendar Year – then indicate if it's the first or second.

Please do not leave anything blank on the application - if you are not sure how to answer a question, call Kim Pruneda or Renee Jonse.

## **Incomplete applications will be sent back!**