



**ACTIVITY FUND
FUNDRAISER APPROVAL /
ACKNOWLEDGEMENT OF RESPOSIBILITY**

Complete this form prior the start of a fundraiser. If product to be sold is a food or beverage item(s), see Food Fundraiser Approval form. Time of the food/beverage sale must be included.

Sponsor: _____ Club Name: _____ Account #: _____

Beginning sale date: _____

Ending sale date: _____

What purpose(s) will the proceeds be used for: _____

Description of product being sold: _____

Vendor: _____ Representative Name: _____

This is the 1st ____ 2nd ____ 3rd ____ fundraiser this year for this club.

This is the 1st ____ 2nd ____ tax free day this calendar year for this club.

Sponsor Signature

Date

Principal Signature for Approval

Date

Asst. Supt. Signature for Approval (if necessary)

Date

As the sponsor of this fundraiser:

- I agree to conduct this fundraiser in compliance with district policies.
- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will exercise strict control over all products in my possession.
- I will provide all money received, along with the names and amounts, to the bookkeeper for deposit daily.
- I will have all expenditures paid through the bookkeeper
- I am responsible for completing the Operating Report for this fundraiser and will turn in all records to the bookkeeper within one week of the projected end date of the fundraiser.
- I understand that failure to comply with all district policy and practices may result in disciplinary action.



**ACTIVITY FUND
FUNDRAISER OPERATING REPORT**

INVENTORY:

Beginning inventory	_____
Number of items sold or serviced	_____
Number of items returned to vendor	_____
Number of items unaccounted for (attach explanation)	_____
Ending inventory	=====

SALES:

Number of items sold or serviced	_____
Selling price per item	_____
Total sales	\$ -
Total expenditures	_____
Net Profit	\$ -
Total sales*	_____
Less: non-taxable sales	_____
Less: one-day tax-free sales	_____
Net taxable sales	_____
TAX DUE: (net taxable sales x .0825)	=====

Sponsor Signature (after form is completed)

Date

Principal Signature (after form is completed)

Date

* If total sales includes sales tax, divide total sales by 1.0825