

# HARRISBURG SCHOOL DISTRICT

## Request for Fund Raising Activity

Club or Organization: \_\_\_\_\_

Name of Company providing Product/Service: \_\_\_\_\_

Description of Product/Service: \_\_\_\_\_

Purpose of Fundraiser: \_\_\_\_\_

COST of Product/Service: \_\_\_\_\_ SELLING Price: \_\_\_\_\_

Fundraiser Start Date: \_\_\_\_\_ Fundraiser End Date: \_\_\_\_\_

All funds received will be deposited into the school account on a daily basis. All funds spent will be done so via a purchase order/check request. Any losses incurred as a result of this fundraising activity will be the sole responsibility of the Club and the Club sponsor.

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Financial Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(The CFO will sign the form once Board Approval is obtained and return a copy to both the Sponsor and the Principal. Once a fully signed form is received by the Club Sponsor, the fundraiser may proceed.)*

---

### Reconciliation

*(A reconciliation must be received by the Business Office within 15 days of the end of the fundraiser.)*

1. Total Money Collected from Fund Raiser \$ \_\_\_\_\_
2. Total # Items Purchased to Sell \_\_\_\_\_ x Cost per Item \_\_\_\_\_ \$ \_\_\_\_\_
3. Net Profit (Loss) to Club (Subtract line 2 from line 1) \$ \_\_\_\_\_
4. Surplus: # of Items in line 2 unsold \_\_\_\_\_

Please describe your plan for disposal of any surplus (unsold) items: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_