

### WALLER INDEPENDENT SCHOOL DISTRICT FUND RAISING/SALES ACTIVITY APPLICATION

Please Note: This form must be completed in blue ink.

Fundraiser	
Sale	

Campus \_ Sponsor \_\_\_ Beginning date of sale \_\_\_\_\_ Ending date of sale \_\_\_\_\_ Describe the purpose of this sale Describe the product or activity \_\_\_\_\_ Representative \_\_\_\_\_ Address -Street Address/P.O. Box Number State ☐ Yes Have all outstanding debts from previous activities been collected? Amount Outstanding\* \*To be completed by secret ary/bookkeeper Estimate the following: Is this sale taxable? Yes\_\_\_\_ No\_\_ Approximate cost per item \$----If yes, are you using this sale as one of your two tax-free Estimated profit \$ --sale days for this calendar year? Yes\_\_\_\_ No\_\_ Is this your 1st or 2nd tax-free sale to date? Percentage profit 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 secretary/ bookkeeper. I further certify that I reviewed and read the sponsor supplement and signed the Responsibilities of Faculty Sonsors of Student Groups Acknowlegement form. I will notify the Accounting Office promptly of all out standing debts so that appropriate action may be taken. I realize that any losses due to my failure to follow est ablished rules and procedures may become my personal respon sibility. Reviewed by Bookkeeper Submitted by \_ Date Approved by \_ Approved by Team Leader, Financial Services (Fundraising Only) **FUND RAISING RECAP** Due in Accounting Department within 4 weeks of ending sale date Quantity of Inventory Received .. Total deposits (each item) Less: Total cost of sale (invoice) \$ \_\_\_\_\_ Less: Inventory Sold Less: Inventory Giveaway \*\* **Net profit** Inventory Remaining "Explanation for Inventory Giveaway must be attached Date Sponsor Principal Date Secretary/Bookkeeper



CLUB SPONSOR SIGNATURE DATE

#### WALLER INDEPENDENT SCHOOL DISTRICT

#### ACCOUNTABILITY OF MONIES COLLECTED FROM STUDENTS

NAME OF CLUB/ORGANIZATION	DATE
ACTIVITY INVOLVING RECEIPT OF MONEY	
RECEIPT # ISSUED	DATE
THIS FORM SHALL LIST CONTRIBUTERS AND THEIR BOOKKEEPER ACTIV	
NAME AMOUNT	NAME AMOUNT
\$	\$
<b></b> \$	\$
\$	\$
\$	\$
<b> \$</b>	\$
\$	\$
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\$	<b>\$</b>
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<u> </u>	\$
<u> </u>	\$
\$	\$
TOTAL AMOUNT COLLECTED \$  CLUB SPONSOR SIGNATURE DATE	STUDENT OFFICER SIGNATURE DATE



# WALLER INDEPENDENT SCHOOL DISTRICT TABULATION OF MONIES COLLECTED

	AMOUNT		AMOUNT			AN	IOUNT
NAME	CASH	CHECK	NAME	CASH	CHEC		
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SUBTOTAL			SUBTOTA	L.			
. ,				BOTTOM SECTION	<u>ON</u>		
@ \$ 1.00 =	-	@\$	.50=	TOTAL DEPOSIT			
@ \$ 5.00 =	_	@ \$.25=		TOTAL DEPOSIT			
@ \$10.00 = @ \$20.00 =			.10=	TOTAL CHECKS			
@ \$20.00 =		@ \$.05= @ \$.01=		TOTAL CHECKS			
		@ 7	.01-				
=	-	@\$	=				
TAL CURRENCY		TOTAL COIN					
ONSOR		VERI					



#### WALLER INDEPENDENT SCHOOL DISTRICT

#### **FUNDRAISER DISTRIBUTION AND ACCOUNTABILITY**

NAME OF STUDENT	ID#	ITEM ISSUED	# OF ITEMS ISSUED	# RETURNED ITEMS	\$ COLLECTED
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CLUB SPONSOR SIGNAT	URE	name.	- Anna Anna Anna Anna Anna Anna Anna Ann	DATE	



# WALLER INDEPENDENT SCHOOL DISTRICT ACTIVITY FUND DISBURSEMENT

CLUB	STUDENT ACCT PRINCIPAL ACCT
PAYEE	AMOUNT \$
CHECK # ISSUED	PAYMENT IN FULL YES NO
ITEMS PURCHASED	
PURPOSE	
ORIGINAL RECEIPTS OR VENDOR'S INV	OICE MUST BE ATTACHED TO THIS REQUEST PRIOR TO G PRINCIPAL'S APPROVAL
ORIGINAL RECEIPTS OR VENDOR'S INV	OICE MUST BE ATTACHED TO THIS REQUEST PRIOR TO
ORIGINAL RECEIPTS OR VENDOR'S INVOCED OBTAINING CLUB SPONSOR SIGNATURE DATE	OICE MUST BE ATTACHED TO THIS REQUEST PRIOR TO G PRINCIPAL'S APPROVAL
ORIGINAL RECEIPTS OR VENDOR'S INVOCED OBTAINING CLUB SPONSOR SIGNATURE DATE  COMMENTS	OICE MUST BE ATTACHED TO THIS REQUEST PRIOR TO GENERAL'S APPROVAL  STUDENT OFFICER SIGNATURE DATE
ORIGINAL RECEIPTS OR VENDOR'S INVOCED OBTAINING CLUB SPONSOR SIGNATURE DATE  COMMENTS	OICE MUST BE ATTACHED TO THIS REQUEST PRIOR TO G PRINCIPAL'S APPROVAL  STUDENT OFFICER SIGNATURE  DATE  STRATIVE USE ONLY  SERVICE VENDOR (1099)?  YES NO



#### WALLER INDEPENDENT SCHOOL DISTRICT

#### **ACTIVITY FUND CLUB MEETING SIGN-IN SHEET**

CLUB NAME	DATE

# WALLER INDEPENDENT SCHOOL DISTRICT ACTIVITY FUND CLUB MINUTES



ORGANIZATION/CLUB\_\_\_\_\_\_ DATE\_\_\_\_ \_\_\_\_\_(who) 1. CALL TO ORDER BY \_\_\_\_\_(TIME/PLACE) 2. READING OF MINUTES BY Officer's\_\_\_\_\_ 3. REPORTS Treasurer's SPECIAL \_\_\_\_\_ 4. OLD BUSINESS (PROJECTS IN PROCESS, LONG-RANGE PLANS) 5. NEW BUSINESS (NEW IDEAS, COMMITTEES, OR PROJECTS) 6. ANNOUNCEMENTS (REMINDERS, MESSAGES FROM THE PRINCIPAL, FACULTY, OR MEMBER) (BY VOTE OR TIME LIMIT) BY \_\_\_\_\_\_TIME \_\_\_\_\_ 7. ADJOURNMENT RESPECTFULLY SUBMITTED, SECRETARY\_\_\_\_\_ Sponsor