



**Fundraising Request Form**  
Justin Garza High School

Today's Date: \_\_\_\_\_

Proposed Fundraiser: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number/Ext.: \_\_\_\_\_

Desired Date For Fundraiser: \_\_\_\_\_ to \_\_\_\_\_

Description of Fundraiser:

Projected Cost of Fundraiser: \_\_\_\_\_ Projected Income: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
(name)

Club/Activity Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Activities Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved ☐

Denied ☐

If I have granted approval of the above described fundraiser, I certify that it is consistent with Board Policy

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

**\*\*ALLOW 1 WEEK FOR PAPERWORK TO BE REVIEWED, CROSS-REFERENCED, AND SIGNED\*\***

**Fundraising Recap Form**  
Justin Garza High School

Today's Date: \_\_\_\_\_

a. Purchase Cost: \_\_\_\_\_

b. # of Items Purchased: \_\_\_\_\_

c. Selling Price (each): \_\_\_\_\_

d. Potential Income (b x c): \_\_\_\_\_

e. Total Collected: \_\_\_\_\_

Calculations

*Difference*

e - d = \_\_\_\_\_

*Net Profit*

e - a = \_\_\_\_\_

**Did you make a profit or loss? Explain in detail.**