

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name _____

Proposed fundraising activities: _____

Purposed Uses of funds raised

Expected student involvement (school-wide or specific school organization) _____

Method by which school will receive profit _____

Requested by _____ Date _____
Name/Title

Approved by _____ Date _____
Principal

Approved by _____ Date _____
Director of Schools*

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

FUNDRAISER PROFIT ANALYSIS REPORT

SECTION 1 (To be completed by sponsor)

Fundraising activity _____
 Fund/club/class _____
 Sponsor _____
 Approval date _____ Beginning date _____ Ending date _____

EXPECTED COLLECTIONS

Date	Check #	Item Purchased	Quantity	X	Selling Price	=	Expected Collections
Subtotal							\$ _____
Total from page 2							\$ _____
GRAND TOTAL							\$ _____

ACTUAL COLLECTIONS

Date	Cash Receipt Number	Amount
Subtotal		\$ _____
Total from page 3		\$ _____
GRAND TOTAL		\$ _____

ENDING INVENTORY

Number of items on hand X selling price = ending inventory value

_____ X \$ _____ = \$ _____

ANALYSIS

Expected collections	\$ _____
Less: actual collections	\$ _____
Less: ending inventory	\$ _____
Overage/shortage*	\$ _____

*Attach detailed documentation or explanation for this amount.

