

TROY CITY SCHOOLS
Fundraiser Approval Form and Information Sheet

Fundraisers must be authorized **30 days** in advance

Failure to follow fundraiser procedures will result in future fundraisers not being approved.

Club/Sport Activity: _____ Sponsor: _____

Date Submitted _____

Fundraiser Dates: from _____ to _____

Fundraiser _____
 (List in detail)

Purpose of Fundraiser _____

Vendor: _____
 (Approved purchase orders need to be obtained before any merchandise is ordered)

Vendor Contact _____ Phone Number _____

Quantity Ordered: _____

Approved by: _____ Date: _____

Profit Worksheet

(Please complete the Profit Worksheet after the fundraiser is complete)

Quantity Purchased: _____ Items Purchased: _____

Quantity Sold: _____ X \$ _____ = _____

Difference _____ (List what will be done with any left over products)

Gross Profit: \$ _____

Receipt # _____ Amt\$ _____	Receipt # _____ Amt\$ _____
Receipt # _____ Amt\$ _____	Receipt # _____ Amt\$ _____
Receipt # _____ Amt\$ _____	Receipt # _____ Amt\$ _____

Less expenses (list in detail)	\$ _____
_____ \$ _____	
_____ \$ _____	
_____ \$ _____	

Net Profit on Fundraiser \$ _____

I certify that the information included in the report includes all funds derived from this fundraising project.

Report Submitted by _____ Title _____

Principal _____ Date _____

Report on fundraising activity should be completed and submitted to the Bookkeeper within **5 days** after completion of the activity.