

### 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							\$ _____
<b>GRAND TOTAL</b>							<b>\$ _____</b>

**ACTUAL COLLECTIONS**

Date	Cash Receipt Number	Amount
Subtotal		\$ _____
Total from page 3		\$ _____
<b>GRAND TOTAL</b>		<b>\$ _____</b>

**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.



