

Student Council
Darby School District
FUNDRAISING FORM

A: Request for Pre-Approval of Fundraiser

Group/Club Name: _____ Account Number: _____ Today's Date: _____
Advisor Name: _____ Student Representative Name: _____

- Type of Fundraiser: Catalog product sales (cookie dough, magazine subscriptions)
 Donation or non-product activity (car wash, penny drive, ink cartridges, yard sale)
 Product shipped before sale (discount cards, suckers, poinsettias, candy canes, roses)
 Events for which tickets are sold (plays, musicals, spaghetti dinners, dances)
 Other (concession stands, raffle tickets, etc.)


Activity/Fundraiser Name: _____

Description (please describe in detail what it is you plan to do and the procedure you have for collecting the money. How are you going to ask for donations? Are you going to solicit businesses? What will be sold? How will it be sold? Who will be selling it? Buying it? What prices will you charge?): _____

Intended Use of Proceeds (Why are you raising funds? What will you spend it on? Goals?): _____

Fundraiser Start Date: _____ Fundraiser End Date: _____
Estimated Expenses: \$ _____ Estimated Revenues: \$ _____ Estimated Profit: \$ _____

Signatures

 Team/Club Leader (student): _____ Club Advisor (Staff): _____
Principal's Signature: _____ STUCO Approval Signature: _____

B: Steps Following Approval


1. Order all needed materials and/or supplies with a "Purchase Order" (PO). Get this form from the HS Secretary.
2. If needed, fill out a Facilities Use Form if your activity will be held on school property.
3. If needed, request a cash box from the HS secretary.
4. Conduct fundraiser, monitoring all cash and goods. Inventory must be kept for the goods being sold.
5. Return all money to the HS Secretary for deposit. Fill out an orange deposit slip (included in cash box). Do not take expenses from monies collected.

C: Accounting Summary of Fundraiser after Fundraiser is Complete

Total Revenue Received: \$ _____
Total Expenditures (including cost of Goods sold): \$ _____
Net Profit/Loss (Total Revenue Received – Total Expenditures): \$ _____

D. Final Approval of Reconciliation – Signatures after Fundraiser is Complete

I hereby certify that the above accounting information is complete and accurate:

 Team/Club Leader (student): _____ Club Advisor (Staff): _____
Principal's Signature: _____ STUCO Approval Signature: _____

Distribution: HS Secretary, District Clerk, Building Principal, STUCO