

Student Fund-Raising Activity

This form is to be completed and submitted to the principal for approval prior to commencing any student fund-raising activity.

Name of group: _____

Advisor (or representative): _____

Name of the fund-raiser: _____

Amount of money to be raised: _____

Per student quota: _____

Means of fund-raising (i.e. cash contribution, pledge, sale of product or service, etc):

What students (and/or others) will be doing to raise the money:

Geographic area in which the fund-raising will take place:

Dates and time requirements:

Total activity: _____

Per student: _____

How students will be supervised:

Person managing the funds: _____

Time and deposit of the funds: _____

Describe on the reverse side the projects for which the money will be spent and the estimated cost of each project.

Approved:

Date:

Report of Fund-raising Activity

Name of student group: _____

Advisor: _____

School: _____

Description of the fund-raiser: _____

Date & time of the fund-raiser: _____

Location of the fund-raiser: _____

Cost of merchandise: _____

Number of items acquired: _____ Number of items sold: _____

Estimated revenue: _____ Actual revenue: _____

Disposition of unsold items: _____

Date of deposit: _____

Location of deposit: _____

Signature: _____

Date: _____