

## CAYUGA ISD FUNDRAISER REQUEST FORM

**General Information:**

Campus: \_\_\_\_\_ Club/Organization: \_\_\_\_\_

**Fundraiser Information:**

Fundraiser will be conducted from \_\_\_\_\_ to \_\_\_\_\_  
 (Month/Year) (Month/Year)

Who will do the selling? \_\_\_\_\_ Where? \_\_\_\_\_

Funds generated will be used for: \_\_\_\_\_

Product or items to be sold: \_\_\_\_\_

Price per item: \_\_\_\_\_ Cost per item: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

This is the 1st \_\_\_\_\_, 2nd \_\_\_\_\_, 3rd \_\_\_\_\_, 4th \_\_\_\_\_ fundraiser this year.

**Sponsor Certificaton:**

I am familiar with the school and District policies regarding the sale of merchandise at school and in the community. A Financial Recap of profit/loss will be completed and submitted to the campus principal within 30 days after the termination of the fund raising activity. In addition, I accept responsibility that all monies collected will be deposited to the campus secretary/bookkeeper in accordance with the District policies.

**Sponsor's Printed Name:** \_\_\_\_\_

**Sponsor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Projected Profit completed prior to approval

A. Revenue	\$	
B. Expenditure	\$	
C. Net Profit (A-B)	\$	
D. % Profit (C/A)	\$	

**Application Approval:**

**Campus Principal Signature:** \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

### FINANCIAL RECAP (MUST BE COMPLETED)

	Actual	Variance from Projected Profit
A. Revenue	\$ <table border="1" style="display: inline-table; width: 80px; height: 20px; vertical-align: middle;"></table>	\$ _____
B. Expenditure	\$ <table border="1" style="display: inline-table; width: 80px; height: 20px; vertical-align: middle;"></table>	\$ _____
C. Net Profit (A minus B)	\$ <table border="1" style="display: inline-table; width: 80px; height: 20px; vertical-align: middle;"></table>	\$ _____
D. % Profit (C÷A)	\$ <table border="1" style="display: inline-table; width: 80px; height: 20px; vertical-align: middle;"></table>	\$ _____

Status of any remaining inventory \_\_\_\_\_

**Sponsor's Recap** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal's Approval-Recap** \_\_\_\_\_ **Date** \_\_\_\_\_