

Fundraising Application/Recap Form

INSTRUCTIONS:

This form must be completed by the activity sponsor, approved by the superintendent, and submitted to the business manager for account assignment before any fundraiser activity is started. The business manager will file the original Fundraising Application/Recap form and give a copy to the sponsor after assigning a fundraiser account code to the activity. Upon completion of the fundraiser, the sponsor will complete the actual sales (recap) column of this form and compare it with the fundraising records maintained by the business office within 5 days. The sponsor is advised to keep a copy of this form for his/her records.

Fund Raising Event (Please Describe Event)

Start Date

Approx. Start Time

End Date

Approx. End Time

LOCATION / VENUE

School: _____

Sponsor: _____

- A. [Account Assignment](#)
Name/Number _____
- B. [Description of Fund Raiser](#)
Activity _____
- C. [Specific Use of Profit](#)

Receipts & Disbursement		ESTIMATED		ACTUAL	
		\$	C	\$	C
1	Total Receipts				
2	Total Disbursement				
3	Net Profit (Loss)				

I am familiar with the school fundraising requirements (pages 11-12) and accept responsibility as sponsor for this activity

Sponsor's signature/Date _____

Superintendent's signature _____ Date _____

Business Manager's Signature _____ Date _____ Recap Verified Bus. Mgr./Date _____