

APPROVAL FORM FOR SCHOOL FUNDRAISING PROJECTS



Directions:

1. Fundraising activities are permitted by Rehoboth, given the approval of the building principal.
2. This form must be submitted to the Principal/Superintendent at least three (3) weeks prior to the scheduled start of the fundraising activity.
3. ****NOTE: Any apparel designs must be approved for school logos before ordering****

PLEASE COMPLETE THE FOLLOWING:

Name of Organization:	Date of Request:
Name of Officers/Sponsors/Supervisor/Coach: Email:	Description of items to be sold
Purpose for profits:	
Method of Fundraising: e.g. orders taken, tournaments etc.):	
Person responsible for the money collected:	Number of Students:
Anticipated Profits:	What awards (if any) for sales will be given
Preferred Date(s)	Alternate Dates:

Building Principal: _____

Date: _____

FINAL APPROVAL

Approved Preferred Date: _____ Alternate Date: _____	Denied Reason:
Superintendent/Finance	Date:

FUNDRAISING EVENT FINANCIAL SUMMARY



Directions:

1. After the Event is completed, this form is to be filled out in full.
2. This completed form must be submitted to the Finance Director within two (2) days after the event.

PLEASE COMPLETE THE FOLLOWING:

Name of Organization and Event:	Date of Event:
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Name of Officers/Sponsors/Supervisor/Coach: Email:	Comments on Event:
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Revenue Collected: \$ _____

Revenue Breakdown: (Revenue from sources i.e. gate, concession...)

Total Checks \$ _____
 Total Cash \$ _____
Grand Total of Revenue \$ _____

Total Expenses:

Item/Service/Costs \$ _____	Item/Service/Costs \$ _____
Item/Service/Costs \$ _____	Item/Service/Costs \$ _____
Item/Service/Costs \$ _____	Item/Service/Costs \$ _____
Item/Service/Costs \$ _____	Item/Service/Costs \$ _____
Item/Service/Costs \$ _____	Item/Service/Costs \$ _____
Item/Service/Costs \$ _____	Item/Service/Costs \$ _____

Grand Total of Expenses: \$ _____ **Grand Total Profit (Loss)** \$ _____

SIGNATURES

Organizer:

Name: _____

Date: _____

Received by Superintendent/Finance Director:

Name: _____

Date: _____