

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 Group:	Date of Request:
Name of Officers/Sponsors/Supervisor/Coach: Email:	Description of Fundraiser
Purpose for profits:	
Person responsible for the money collected:	Number of Students Involved:
Anticipated Profits:	What awards (if any) for sales will be given
Preferred Date(s)	Alternate Dates:

Building Principal: _____

Date: _____

FINAL APPROVAL

Approved for Date: Preferred / Alternate (circle one)	Denied Reason:
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Superintendent/Finance Director: _____

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:
Name of Officers/Sponsors/Supervisor/Coach: Email:	Comments on Event:
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: _____
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