

Culver School District
REQUEST FOR FUNDRAISING ACTIVITY

Instructions for this form

1. Fill out Part 1 and submit to the Principal for approval, Athletic Director if it is an Athletic fundraiser. You must receive approval on all fundraising activities **prior** to starting the fundraiser.
2. Send a copy of the approved Fundraising Activity Request to Business Office with any special vendor payment instructions.
3. Complete the necessary cash receipt forms during the activity and give to the building secretary.
4. At the end of the fundraiser, fill out Part 2 of this form and submit to the Business Office. The building secretary will forward the money and cash receipts to the Business Office for deposit and recording.
5. Submit requisitions and back-up documents for payment to vendors or prizes awarded.

PART 1 – Complete this section and submit to Principal for approval BEFORE event

Name of Group and Name of Activity _____

Advisor/Coach Name _____

Vendor (if selling product) _____

Purpose of Fundraiser (provide detail on how the money will be spent) _____

Description of Fundraising Activity (what are you doing or selling?) _____

Date(s) of Fundraiser: Begin _____ End _____

Estimated Amount to be Raised: _____ Estimated Expenses: _____

Principal/Athletic Director Approval _____ Date: _____

Denial _____ Reason for denial _____

Part 2 – Complete this section at completion of fundraiser

Total revenues collected _____ Total expenses _____

Amount and description of product not sold (i.e. product lost, given away, returned, etc.)
