



GREEN LOCAL SCHOOL DISTRICT FUNDRAISER REQUEST FORM

For this activity to be approved, it must have been listed on the organization's Purpose Statement. Remember to enter your requisition and have approved purchase order number before order is placed. If you need to use the gymnasium, cafeteria, or any other building location please complete a facilities request form.

DATE: _____

Activity Program: _____

Proposed Sales Project:

Start Date _____ End Date: _____ Delivery Date: _____

(Fundraiser should not exceed two weeks)

Cost of goods or service to the district	
Estimated goods/services to be ordered	
Total estimated cost to hold event/fundraiser	
Price organization will charge per item	
Estimated goods/services to be sold	
Total estimated revenue to be collected	
Estimated profit	

APPROVED BY PRINCIPAL _____ DATE _____

Green Local School District

Fundraiser Sales Completion

Final report at the conclusion of your fund raising activity, this report must be completed and forwarded to the building principal. Please remember to keep a copy of the report for your files.

Cost of goods or service to the district	
Actual goods/services to be ordered	
Total actual cost to hold event/fundraiser	
Actual price organization will charge per item	
Actual goods/services to be sold	
Total revenue collected (attach copies of pay-ins)	
Fundraiser profit	

Purchase Order # _____

Principal Approval _____ Date _____