



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 cost to hold event/fundraiser	
Price organization charged per item	
Estimated goods/service to be sold	
Total revenue estimated 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/service ordered	
Actual cost of items	
Actual price organization charged per item	
Actual number of items sold	
TOTAL revenue collected(attach copies of pay-ins)	
Fundraiser profit	

Purchase Order # _____

Principal Approval _____ Date _____