

SALES (Fundraiser) PROJECT POTENTIAL FORM

STUDENT CLUB _____

The Sales Project Potential is a form designed to account for the income (projected & actual) from fundraisers conducted by student activity programs.

The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

Proposed Fundraiser _____

Approximate date(s) of Fundraiser _____

Fundraiser Requested by: _____

Sponsor Signature

Date

Approved by: _____

Building Principal/Athletic Dir. Signature Date

Superintendent Signature Date

PROJECTION

Items Ordered from Vendor or attach flyer:				How much are you selling the items for:		
Item Description	Quantity	Cost Per Item	Total Cost	Price Per Item	Est. Total Collected	Est. Total Profit



Are all fields above completed?
Have you signed above?
Has the Administrator signed?

SEND TO TREASURER'S DEPT., ADMINISTRATION BUILDING

THIS FORM WILL BE RETURNED FOR COMPLETION UPON APPROVAL BY SUPERINTENDENT

THIS SECTION TO BE COMPLETED WHEN FUNDRAISER IS COMPLETED

ACTUAL

Item Description	Quantity Received	Quantity Sold		Price Per Item	Total Amount Collected	

Number of items returned: _____

Number of Items unaccounted for: _____
 (Explain on reverse side)

TOTAL COLLECTED: \$ _____

Minus

Amount Pd to Vendor: \$ _____

TOTAL PROFIT: \$ _____

 Sponsor Signature

 Date

 Building Principal/Athletic Dir. Signature

 Date

 Superintendent Signature

 Date