

**Policy Series 1000 – School and Community Relations
Community Activities Involving Students**



Policy 1005.4-E2 Fundraising Project Summary

Important Notes:

- The fundraising summary is due six weeks after the activity ends.
- All groups are required to submit an annual report by the end of the school year to the Business Office specifying how all fundraising proceeds were spent.

Description of Activity: _____

Activity Start/End Dates: _____

Fundraising Vendor: _____

Sponsoring Organization: _____

Contact Name: _____

Contact Email & Phone: _____

Building Administrator Signature/Date: _____

FUNDRAISER REVENUE

Sales	\$
Contributions	\$
Admission Charges	\$
Games of Chance (Raffles, carnival games, etc.)	\$
Other (Specify _____)	\$
Total Revenue	\$

FUNDRAISER EXPENSES

Product Cost or Services	\$
Games of Chance Expenses	\$
Gambling Tax	\$
Award/Sales Incentives	\$
Facility Use/Labor Costs	\$
Other (Specify _____)	\$
Total Expenses	\$
Fundraising Profit (Revenue Minus Expenses)	\$

Profit Has Been Deposited In: *(check one)*

_____ *District Student Activity Account (Fund 21)

_____ *Provide district account code: _____

_____ PTO Bank Account

_____ Other

_____ Specify _____

Date Summary Was Received: _____