

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



**Policy 1005.4-E2 Fundraising Project Summary**

**Important Notes:**

- The Fundraising Project 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 _____)	\$
<b>Total Revenue</b>	\$

**FUNDRAISER EXPENSES**

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

**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:** \_\_\_\_\_