

COLBY MIDDLE-SENIOR HIGH SCHOOL FUND-RAISING FORM

The activity sponsor is to complete the fund-raiser request form and submit it to the AD / Principal.

Activity Fund _____

Proposed Sales/ Activity Project _____

Company and Address _____

Representative _____

Dates of fundraiser _____

Quantity to be Ordered _____

Cost per Unit _____

Proposed Sale Price per Unit _____

Will this fundraiser be (please circle one)

- (1) Door to Door—items will be sold out in the community
- (2) In-School –items will be sold mostly to students in school

Beginning Date _____

Completion Date _____

Why is your organization holding this fund-raising activity?

*Note: Advisor must complete the backside of this form at the completion of the fundraiser.

Signature of sponsor

Signature of AD/Principal

FUND RAISER REPORT
(this section is to be completed when project is complete)

		Unit Price	Total Price
Purchases	_____ @	\$ _____	\$ _____
	_____	_____	\$ _____
	_____	_____	\$ _____
Less:			
Returns	_____	\$ _____	\$ _____
Total to be Accounted	_____	\$ _____	\$ _____
Total Deposited with Treasurer			\$ _____
Cash Variance			\$ _____
Quantity Unaccounted for			\$ _____

Reason for Variance: _____

Sponsor's Signature Date

AD / Principal Date