

# 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)

		<b>Unit Price</b>	<b>Total Price</b>
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