



DATE: _____

2018-2019 APPLICATION FOR FUNDRAISING ACTIVITY

PART I: FUNDRAISER SPECIFICS		
SCHOOL NAME: _____	SITE CODE: _____	DATE: _____
NAME OF FUNDRAISING ACTIVITY: _____		
SCHEDULED DATES: _____		
START: _____	SUB-ACCOUNT NAME: _____	PROJECT CODE: _____
END: _____	** Food-related fundraisers may last a maximum of 14 consecutive days, and require the USDA Smart Snacks Form completed and attached to this application**	

DESCRIPTION OF FUND RAISING ACTIVITY	(ONE ACTIVITY PER APPLICATION)
Please provide as much detail as possible about the Fundraising activity that will take place	

DESCRIPTION OF HOW RAISED REVENUE WILL BE UTILIZED	(ALSO INCLUDE PRIZES/AWARDS/INCENTIVES)
If listing supplies, events, prizes, awards and incentives, please provide specific examples	

SPONSOR'S NAME (PLEASE PRINT)	SPONSOR'S SIGNATURE/DATE
PRINCIPAL'S NAME (PLEASE PRINT)	PRINCIPAL'S SIGNATURE/DATE

PART II: REQUISITION
<p style="text-align: center;">TYPE OF FUNDRAISER</p> <p>CONSIGNMENT FUNDRAISER (FOR ITEMS THAT CAN BE RETURNED, AN RQ TO ENCUMBER 10% OF THE COST MUST BE SUBMITTED WITH THIS APPLICATION TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT FOR BOARD APPROVAL)</p> <p>REQ #: _____</p> <p>NON-CONSIGNMENT (RQ FOR FULL ENCUMBRANCE REQUIRED PRIOR TO THE ORDERING OF ANY GOODS OR SERVICES)</p> <p>REQ #: _____</p>

ACCOUNTING USE ONLY
<i>Board Approval/Non-Approval Information</i>

PART III: NET PROFIT		
<p>COMPLETE THIS SECTION WITHIN TWO WEEKS OF THE END OF THE FUNDRAISER AND SUBMIT TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT</p> <p><i>**Please attach the completed Fundraising RQ Checklist (for consignment fundraisers) and the Reconciliation Worksheet for Fundraiser Profit/Loss (optional) to this form**</i></p>		
Total Revenue Collected	\$ <input style="width: 80%;" type="text"/>	A
Total Expenditures	\$ <input style="width: 80%;" type="text"/>	B
Net Profit (Loss)	\$ <input style="width: 80%;" type="text"/>	A-B
		<p>_____</p> <p>SPONSOR'S SIGNATURE/DATE</p>
		<p>_____</p> <p>SITE ACTIVITY FUND CUSTODIAN SIGNATURE/DATE</p>