

# Logan-Hocking Local School District Approval for Fundraising Activity

Complete top portion of form prior to ordering materials or two weeks prior to project's beginning.

Organization \_\_\_\_\_ Fund \_\_\_\_\_

Project Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Fundraiser Activity \_\_\_\_\_

Company from which items being purchased: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

Cost per Unit: \_\_\_\_\_ Proposed Sale Price per Unit: \_\_\_\_\_

Number of items to be purchased: \_\_\_\_\_

Can the items be returned if not sold? Yes \_\_\_\_ No \_\_\_\_

If nothing is to be sold, describe the project in complete detail: \_\_\_\_\_

Dances (Ticket Summary must be completed and returned with Fundraiser Activity Financial Summary.)

A. Admission Charge \_\_\_\_\_

B. Location \_\_\_\_\_ Time \_\_\_\_\_

C. Source of Music \_\_\_\_\_ Cost \_\_\_\_\_

Estimate of Anticipated Profits from Fundraiser \_\_\_\_\_

Approval Signatures:

\_\_\_\_\_ Advisor \_\_\_\_\_ Principal

\_\_\_\_\_ Activity Director \_\_\_\_\_ Asst. Superintendent

\_\_\_\_\_ Treasurer \_\_\_\_\_ Date

---

## Fundraising Activity Financial Summary

Complete this portion of form after fundraiser is completed.

Purchases (list purchase order numbers if known or vendor name): \_\_\_\_\_

Number items purchased	Unit Price	Total Cost	Sale Price	Total Sales
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Less Returns:

\_\_\_\_\_

Total Potential Sales to be Accounted For: \_\_\_\_\_

Total Deposited with Treasurer \_\_\_\_\_

Amount Unaccounted For (Attach explanation for difference)

Approval Signatures:

\_\_\_\_\_ Advisor \_\_\_\_\_ Principal

\_\_\_\_\_ Activity Director \_\_\_\_\_ Treasurer