

BLOOMER PUBLIC SCHOOLS

Authorized Fund Raising Activity

All students who are involved in board approved fund raising activities must have in their possession an authorized fund raising activity form signed by the building principal. Upon request, this form must be shown to each individual or individuals you are asking to purchase items.

Date \_\_\_\_\_

Student name \_\_\_\_\_

Club or group \_\_\_\_\_

Item/s to be sold \_\_\_\_\_

Reason for needing funds \_\_\_\_\_

When will the money be spent \_\_\_\_\_

Group advisor \_\_\_\_\_  
(signature)

Date \_\_\_\_\_ \_\_\_\_\_ Principal  
(signature – request approved)

Date \_\_\_\_\_ \_\_\_\_\_ Principal  
(signature request not approved)

Reason why request is not approved \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

We would appreciate check rather than cash

Date \_\_\_\_\_

BLOOMER PUBLIC SCHOOLS  
REQUEST FOR SALES/FUND RAISING ACTIVITY

Activity \_\_\_\_\_

Sales Procedures \_\_\_\_\_

Date of Sale \_\_\_\_\_ Completion of Sale \_\_\_\_\_

Group or Club \_\_\_\_\_

Total cost of items purchased to sell \$ \_\_\_\_\_

Profit Margin Expected (%) \_\_\_\_\_

Actual Profit Expected (\$) \$ \_\_\_\_\_

Why you feel this fund raising activity is necessary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Financial Analysis Summary

Date \_\_\_\_\_

Total Cost \_\_\_\_\_

Total Numbers Sold \_\_\_\_\_

Total Numbers Not Sold \_\_\_\_\_

Total Donations Received \_\_\_\_\_

Total Receipts \_\_\_\_\_

Net Profit \_\_\_\_\_

1. Problems connected with sale \_\_\_\_\_

2. Explanation for difference between expected and realized receipts \_\_\_\_\_

\_\_\_\_\_