

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
FUNDRAISING GUIDELINES

1. FILL OUT THE "FUNDRAISER APPROVAL FORM".
2. HAVE YOUR PRINCIPAL/ACTIVITY DIRECTOR SIGN & DATE.
3. SEND THE SIGNED APPROVAL FORM TO THE SUPERINTENDENT'S OFFICE.
4. IF A PURCHASE ORDER WILL BE NEEDED FOR COMPLETION OF THIS FUNDRAISER, PLEASE HAVE YOUR BUILDING SECRETARY CREATE A REQUISITION FOR YOU ONCE YOU RECEIVE YOUR APPROVED "FUNDRAISER APPROVAL FORM" BACK FROM THE SUPERINTENDENT'S OFFICE.
5. WHEN THE FUNDRAISER HAS BEEN COMPLETED, YOU WILL NEED TO COMPLETE THE BACK SIDE OF THE "FUNDRAISER APPROVAL FORM" SHOWING YOUR TOTAL COST AND TOTAL SALES DEPOSITED. SUBTRACT YOUR TOTAL COST FROM YOUR TOTAL SALES DEPOSITED TO SHOW THE PROFIT OR LOSS.
6. THE TREASURER'S OFFICE WILL RECONCILE EXPENDITURES AND DEPOSITS TO VERIFY ACCURACY OF THE FUNDRAISER.

**AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
FUNDRAISER APPROVAL FORM**

STUDENT ACTIVITY GROUP _____

PROPOSED SALES PROJECT _____

PROPOSED DATE(S) FOR SALES _____

PURPOSE OF PROJECT (How money is to be used) _____

VENDOR _____

ADDRESS _____

SALES REP & PHONE # _____

ITEMS TO BE PURCHASED	QUANTITY TO BE ORDERED	COST PER UNIT	PROPOSED SALES PRICE PER UNIT
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
	ESTIMATED TOTAL COST	_____	
	ESTIMATED TOTAL SALES		_____
	ESTIMATED TOTAL PROFIT		_____

REQUESTED BY:

SPONSOR

DATE

APPROVED BY:

BUILDING PRINCIPAL/ACTIVITY DIRECTOR

DATE

SUPERINTENDENT

DATE

ITEM NO	QUANTITY PURCHASED	COST PER UNIT	TOTAL COST PURCHASED ITEMS	QUANTITY RETURNED	TOTAL COST ITEMS RETURNED	QUANTITY UNACCOUNTED FOR	PLEASE EXPLAIN ITEMS UNACCOUNTED FOR
1							
2							
3							
4							
5							
6							
7							

TOTAL PURCHASE PRICE \$ _____

TOTAL VALUE OF ITEMS RETURNED \$ _____

ACTUAL COST \$ _____

ITEM NO	QUANTITY SOLD	SALES PRICE	SALES DEPOSITED
1			
2			
3			
4			
5			

TOAL SALES DEPOSITED \$ _____

ACTUAL COST \$ _____

PROFIT OR LOSS \$ _____