

FUND-RAISER PACKET

For established clubs

Includes:

Fund-raiser Request(should be NCR-triplicate)

Meeting Minutes Form (2 pages)

Meeting Attendance Form

Purchase Requisition(#105824)

Participation Log

Revenue and Expense Worksheet

Revenue and Expense Statement

FUND-RAISER REQUEST

ASSOCIATED STUDENT BODY

INSTRUCTIONS:

Complete this form and present it to the Student Council for approval. In order to prevent duplications and timing conflicts, no fundraiser may be initiated without following this process.

NAME OF ORGANIZATION: _____ DATE: _____

DATE(S) TO BE HELD: _____

FUND RAISER PURPOSE: _____

DESCRIPTION OF FUNDRAISER: _____

LOCATION : On Campus or _____

SUPERVISED BY: _____

WHO will be responsible for the money to be deposited to the School Controller? _____

SIGNATURES OF APPROVAL:

Organization President: x _____

Organization Advisor: x _____

Food Supervisor: x _____

SUBMIT TO STUDENT COUNCIL:

Vice President of Student Body: x _____ Yes/No
(calendar clearance circle one)

Student Activities Director: x _____

Date: _____

TO BE FILED WITH THE FINANCE OFFICE:

Controller: x _____

Original /Finance Office, Yellow Copy /Student Council, Pink Copy /Group

_____ **HIGH SCHOOL**
Associated Student Body

_____ **GROUP**

MEETING MINUTES:

Location: _____

Date: _____

Attendance: Officers- _____ / _____

Members # _____

Advisors: _____

Guests # _____

_____ (place names of members and guests in attendance on the attached sheet)

PREVIOUS MINUTES (presented/not presented) (Circle one)

Motion: _____ (Read and approved or corrected and approved)

Made by: _____ **Seconded by:** _____ **Vote:** ___/___

FINANCIAL REPORT (presented/ not presented) (Circle one)

Motion: _____ (Read and approved or corrected and approved)

Made by: _____ **Seconded by:** _____ **Vote** ___/___

OLD BUSINESS:

(unfinished from previous meetings)

1. _____

Motion: _____

Made by: _____ **Seconded by:** _____ **Vote:** ___/___

2. _____

Motion: _____

Made by: _____ **Seconded by:** _____ **Vote:** ___/___

3. _____

Motion: _____

Made by: _____ **Seconded by:** _____ **Vote:** ___/___

NEW BUSINESS:*(For purchases: Notes MUST include Vendor, item, purpose, & prices)*

1. _____

Motion: _____
Made by: _____ **Seconded by:** _____ **Vote:** ___ / ___

2. _____

Motion: _____
Made by: _____ **Seconded by:** _____ **Vote:** ___ / ___

3. _____

Motion: _____
Made by: _____ **Seconded by:** _____ **Vote:** ___ / ___

4. _____

Motion: _____
Made by: _____ **Seconded by:** _____ **Vote:** ___ / ___

5. _____

Motion: _____
Made by: _____ **Seconded by:** _____ **Vote:** ___ / ___

6. _____

Motion: _____
Made by: _____ **Seconded by:** _____ **Vote:** ___ / ___

(Attach additional sheets if necessary)

MOTION TO ADJOURN by: _____ **Seconded by:** _____

Vote: ___ / ___ **Meeting adjourned at:** _____

MINUTES SUBMITTED by: _____

Date: _____

COPY of minutes to: Group involved & Finance Office:

Purchase Requisition

Please insert 3-Part NCR form # 105824

“High School Student Body Requisition”

Into packet before distribution

Revenue and Expense Worksheet

Class/Club _____ **Fund-raiser Item** _____

Purchase of item:

Date	Vchr#	Vendor	Description	Quantity	\$Amount

TOTAL \$ _____

Deposits from sales:

Date	Whiz#	Rec.#'s (to - from)	Received from	\$Amount

TOTAL \$ _____



Remaining item dollar amount \$ _____

Total Deposits \$ _____

Subtract Total Purchase (\$ _____)

Subtract Total Item Remaining Amount (\$ _____)

TOTAL (Gain/Loss) \$ _____
(Circle one)

Prepared by: _____

Date _____

Revenue and Expense Statement



Class/Club _____

Fund-raiser Item _____

Total Dollar amount of Sales \$ _____

Cost of sale item \$ _____

Cost of additional purchases \$ _____

Cost of any misc. expenditures \$ _____

Cost Total \$ _____

Subtract cost total from sales total \$- _____

TOTAL \$ _____

Subtract

Dollar amount of remaining items \$ - _____

TOTAL (Profit/Loss) \$ _____

Comments: _____

Class/Club Advisor _____ Treasurer _____

Signature

Signature

Date: _____