



FUNDRAISER REQUEST FORM

The A.S.B. Board is required to approve any fundraising activity by a Monroe Clark Middle sponsored organization, club, or individual. You must have this form approved prior to your fundraiser.

FORM CHECK LIST

- ☐ Meeting minutes are included with this form.
- ☐ Retain the Fundraising Profit Form to be completed after fundraiser.

Date: _____ **Requester:** _____ **Club Name:** _____

Purpose of Fundraiser: _____

Proposed Date(s) of Sale: _____

Items to be purchased for Fundraiser: _____

Club President Signature

Advisor Signature

A.S.B. USE ONLY

Your Request Fundraiser was: ☐ **Approved** ☐ **Disapproved**

Comments:

A.S.B. President

Mr. Roundtree, A.S.B. Advisor

Date



REVENUE POTENTIAL ANALYSIS FORM

(Fill out after your fundraiser)

REVENUES:

Sales = Quantity x Sales Price:

Item: _____
QTY _____ X Sales Price _____ = \$ _____

Item: _____
QTY _____ X Sales Price _____ = \$ _____

Item: _____
QTY _____ X Sales Price _____ = \$ _____

Total Revenue From Sales : \$ _____

Other Revenue: (describe) \$ _____

Total Revenue: \$ _____

Total Deposited: \$ _____

Date: _____ By: _____

Overage/Shortage: \$ _____

EXPENSES:

Product cost = Quantity x Purchase Price:

Item: _____
QTY _____ X Purchase Price _____ = \$ _____

Item: _____
QTY _____ X Purchase Price _____ = \$ _____

Item: _____
QTY _____ X Purchase Price _____ = \$ _____

Total Expenses From Sales: \$ _____

Other Expenses: (describe) \$ _____

Total Expenses: \$ _____

Total Profit from this Activity: \$ _____

(Total Revenue less Total Expenses)



Fundraiser Procedures

- ❖ Hold a meeting with your Club and document the fundraiser motion in your meeting minutes.
- ❖ Fill out and submit a Fundraiser Request Form to the Mr. Roundtree, ASB Advisor
- ❖ If you require rental of school space, including hiring additional staff (custodian, security, etc.) you must have this approved by Rentals and Administration before ASB can approve your fundraiser. Please note: Rental approval does not mean automatic approval from ASB.
- ❖ After fundraiser request has been approved, request a cash deposit slip from the school finance clerk.
- ❖ Keep record of all cash received for the day.
- ❖ Keep a record of all items sold and any inventory items leftover.
- ❖ At the end of the day, prepare and sign cash deposit slip.
- ❖ The amount of deposit must equal the total amount of the cash received for the day.
- ❖ Fill in the amount of deposit on Revenue Potential Analysis Form
- ❖ Take the money, cash deposit slip and Revenue Potential Analysis Form and submit to Finance office. All monies should be deposited the same day that the fundraiser was held.