

Smith-Green Community Schools
Request for Fund Raiser
2013-2014 School Year
(7/1/13 to 6/30/14)

Please completely fill out this form and return it to the office for approval. If there are any questions that do not apply to your fund raiser, please indicate this with N/A in the blank.

1. School Building: _____
2. Name of Club/Group: _____
3. Sponsor Name(s): _____
4. Activity Description: _____

5. Date(s) of Activity: Beginning: _____ Ending: _____
6. Briefly describe how the profit will be used in the future: _____

7. Project explanation (name of product, company, sales rep and method of sales): _____

Principal Signature **Date** **Sponsor Signature** **Date**

*Please note that this form must be completed, approved, signed and forwarded to the EC Treasurer before the fundraiser can start. The Follow-up Report must be completed and returned to the EC Treasurer within 30 days after the fund raising activity was scheduled to be finished. Failure to complete the appropriate paperwork in a timely manner could forfeit any future fund raising activities for the club sponsor.

Smith-Green Community Schools
Fund Raiser Follow-up Report
2013-14 School Year
(7/1/13 to 6/30/14)

To be completed by the sponsor at the conclusion of the fund raiser activity. If there are any questions that do not apply to your fundraiser, please indicate this with N/A in the blank.

1. School Building: _____
2. Name of Club/Group: _____
3. Sponsor Name(s): _____
4. Number of items sold: _____
5. Expenses Incurred: _____
6. Please give details of expenses: _____

7. Actual Profit: _____

Please give any additional information you feel might be important: _____

Principal Signature **Date** **Sponsor Signature** **Date**