

Harleton ISD

Fund Raising Application and Financial Recap

In accordance with Harleton ISD School Board Policies & Regulations, all fund raising with any school or school related (Booster Clubs) organizations must be approved by the Principal and Superintendent prior to the scheduling and selling of items for a fund raising project. In order to comply with these policies and regulations complete the following information and submit the request to the appropriate campus Principal for approval.

Campus _____ Date _____

Sponsor _____ Activity _____

Describe the purpose of this sale _____

Describe Product _____

Sold by Students Only _____ Parents _____ Both _____

Sales / activity location _____

Targeted Customer _____

Start and end date of activity _____

Have all outstanding debts from previous activities been collected? Y _____ N _____ Outstanding amount \$ _____

Estimate the following:

Approximate cost per item/activity _____

Sales price per item/activity _____

Estimated profit _____

Percentage profit _____

I certify that I will exercise strict control over all products in my possession and will remit all collections in a timely manner to the bookkeeper. I will notify the Business Office promptly of all outstanding debts so that appropriate action may be taken. I realize that any losses due to my failure to follow established rules and procedures may become my personal responsibility.

Submitted by _____ Review by _____

Sponsor Date Bookkeeper Date

Approved by _____ Approved by _____

Principal Date Superintendent Date

Fund Raising Recap	
Total Deposits _____	Quantity of Inventory Received _____
Less: Total cost of sales _____	Less: Inventory Sold _____
Attach Invoice	Less Inventory Giveaway _____
Net Profit _____	Inventory Remaining _____
**Explanation of Inventory Giveaway attached	
Sponsor _____	