

SANTA FE R-X SCHOOL DISTRICT

Fundraising Application

The Superintendent's Office requests that all school sponsored fundraiser organizers complete this form.

Application Section:

School

Application Date

Club

Sponsor

Description of Activity:

Purpose of Funds:

Beginning Date

Ending Date

Anticipated Net Revenue

Financial Expectation from each student: _____

Signature of Sponsor

Date

Revenue Code



Approved

Rejected

Signature of Building Administrator

Date

Closing Report Section:

Gross Receipts/Revenue: _____

Expenses: (Total from right)*: _____

Net Income: _____

*Breakdown of Expenses: _____

(i.e.: cost of merchandise, _____

trophies, drinks, snacks, _____

etc.) _____

Signature of Sponsor

Date

Signature of Administrator

Date

The original form must be kept on file at the building level. Once the fundraiser has ended, the form is to be completed and a copy must be sent to Central Office.