

Dundee Community Schools

FUNDRAISER PACKET

(This packet must be completed before the start of a fundraiser)

DUNDEE COMMUNITY SCHOOLS FUNDRAISER INSTRUCTIONS

The following procedure involves all fundraisers from any building, sport, or from any group to benefit Dundee Community Schools.

To hold a fundraiser, two forms will be required:

- **Request for Fundraiser Activity Form**
 - Must be signed by the building Principal or Athletic Director
 - Copies must be given to the Advisor/Coach and to the Central Office where it will go through final approval and be put on the Fundraiser Calendar.
- **Fundraiser Financial Statement**
 - This form must be completed at the end of the fundraiser and sent to the Business Office with monies to be deposited.

**DUNDEE COMMUNITY SCHOOLS
REQUEST FOR FUNDRAISER ACTIVITY**

School or Group requesting a fundraiser: _____

Date: _____

Submitted by: _____ Title: _____

Advisor/Coach (If student account): _____

Parent/Staff responsible for fundraiser: _____ Phone: _____

Description of Activity or Fundraiser (**Include the purpose and dates of the activity/fundraiser**)

Expected Profit of Fundraiser: \$ _____

Approved by: _____ Date: _____

Not Approved (Reason): _____

Additional Comments: _____

(After approval, please forward to Central Office for Final Approval and Processing)

Central Office Approval: _____ Date: _____

**DUNDEE COMMUNITY SCHOOLS
FUNDRAISER FINANCIAL STATEMENT**

(This form is to be submitted to the Business Office at the completion of a fundraiser or activity)

| |
|--|
| Type of Fundraiser/Activity: _____ |
| Date(s) of the Fundraiser or Activity: _____ |
| Advisor or Coach: _____ |

Starting balance of club, team or class before the current fundraiser: \$ _____

List the sources of funds collected:

| | |
|--------------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |

List Expenses:

| | |
|--------------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |

PROFIT/LOSS FROM THIS FUNDRAISER \$ _____

Expected fund balance in account after this fundraiser \$ _____

Comments: (Attach additional paperwork if necessary)

Signature: _____ Date: _____