MOUNT CARMEL AREA SCHOOL DISTRICT

ACTIVITY FUNDRAISER PRE-APPROVAL REQUEST FORM

Organization _____ Dates of Sale _____

Item(s) being sold _____

_____

Price per unit _____

Selling price _____

Predicted profit _____

Purpose of this fundraiser _____

_____

Sales will be held ( ) School ( ) Community

_____ _____

Signature of President Signature of Advisor

Fundraiser Approved ( ) Fundraiser Denied ( )

- Brochures must be attached from company
- Purchase order must be attached
- Money must be collected daily and turned in to the office no later than 11:00 A.M.
- IF ORDER IS OVER $4,000.00 – 3 QUOTATIONS MUST BE OBTAINED BEFORE ANY ORDER IS PLACED!

MOUNT CARMEL SCHOOL DISTRICT

ACTIVITY FUNDRAISER COMPLETION REPORT

Organization _____

Date of Project: Begin _____ Completion _____

Fundraising Project _____

Number of items ordered _____ Price per item _____

Revenues _____ _____

Expenses _____

Profits _____

Proceeds for _____

_____

_____

Awards _____

_____

Due in the Principal's Office within (5) days of completion date.

Above expenses should include security, printing, transportation, etc.