**ORCHARD PARK HIGH SCHOOL FUNDRAISING FORM**

**Directions:**

1. This form must be filled out and submitted to **Student Activities 10 school days** prior to the fundraising event. This is to avoid duplication of sale items.

2. All fundraisers that require use of district buildings and grounds must have an Activity Permit Request Form approved prior to fundraising. The Activity Permit number must be listed on this application prior to approval.

3. Do not use purchase orders until your event has been approved. Do not order items or commit to a vendor without approval. Please remember to consider local vendors when looking for products.

4. Please be advised that the Student Fund Faculty Adviser/Coordinator must sign ALL contracts with vendors.

5. Items to be sold that require artwork for printing must have prior approval by the Student Activities Administrator.

6. No candy may be sold as a fundraiser as per administration.

*Fill in the boxes below, print, and then turn it in.*

Date Submitted:

Date of Fund Raiser:

Name of Organization:

Name of Adviser/Coach:

Description of item(s) to be sold:

Time(s) of Sale:

Location of Sale:

Is an OPCSD Activity Permit Request Form needed for this fund raiser?

No Yes If yes, what is the permit number?

**For Student Activities Office Use ONLY**

 **\_\_\_\_\_\_ Date Received**

 **\_\_\_\_\_\_ Date Approved**

 **\_\_\_\_\_\_ Date Recorded on Calendar**

**Have Mrs. Schwarz review and initial prior submitting this to the Student Activities Office.**

**\_\_\_\_\_\_\_ P.O. Not Needed**

**\_\_\_\_\_\_\_ P.O. Obtained for this Fund Raiser**

Advisers/Coaches will be notified of approval via Lotus Notes

Statement of Profit & Loss

 Club name ………………………………………………………………………………………….

 Activity ………………………………………………………… Activity Date ........................

 Subject to NYS sales tax? Yes No (Circle one)

 Receipts Ticket numbers

 Dates of sale Description of Sale items From To Total sold Sale price per item Total receipts

 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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 Anticipated Receipts $ \_\_\_\_\_\_\_\_\_ Total Actual Receipts $ \_\_\_\_\_\_\_\_\_\_\_\_

 Disbursements

 Date Payee Check # Purpose Amount

 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

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 Anticipated Disbursements $ \_\_\_\_\_\_\_\_\_ Total Actual Disbursements $ \_\_\_\_\_\_\_\_\_\_\_\_

 PROFIT (LOSS) $ \_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_

 …………………………………… ………………………………..…………… Date …………….

 Club Treasurer Adviser