



**INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT
STUDENT FUND/SALES 'PRE-PROJECT' FORM**



This form is to be completed and submitted to the principal for approval **prior** to commencing any student fund-raising activity.

Name of Group: _____

Advisor (Rep./Person Managing Funds): _____

Name of the fund-raiser: _____

Projected Use for Fund Raiser Proceeds _____

Means of fund-raising (e.g. cash contribution, pledge, sale of product or service, etc.):

Vendor Name: _____

Vendor Address: _____

PO Number(s): _____

Date(s)/Time(s) of Proposed Project: _____

No. of Items	Cost Per Item	Total Cost (No. X Cost)	Sale Price/Item	Profit/Item (Sale Price - Cost)	Projected Profit (No. X Profit)
_____ x	\$ _____ =	\$ _____	\$ _____	X \$ _____ =	\$ _____
_____ x	\$ _____ =	\$ _____	\$ _____	X \$ _____ =	\$ _____
_____ x	\$ _____ =	\$ _____	\$ _____	X \$ _____ =	\$ _____
Totals					
_____		\$ _____			\$ _____

Requested By: Advisor: _____ Date: _____

Approved By:

Principal Signature: _____ Date: _____

Treasurer Signature: _____ Date: _____



**INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT
STUDENT FUND/SALES 'Post-PROJECT' FORM**



Name of Student Group: _____

Advisor: _____

School: _____

Fund Account Number: _____

Description of the Fund Raiser: _____

Date of the Fund Raiser: _____

Location of the Fund Raiser: _____

Cost of Merchandise: \$ _____

Number of Items Sold: _____

Actual Revenue(s): \$ _____

Condition of Unsold Items: _____

Plan for Unsold /Unused Items: _____

Date Deposit was given to Treasurer's Office: _____

Advisor: _____

Date: _____

Principal Signature: _____

Date: _____

Treasurer Signature: _____

Date: _____