

HARRISON HILLS CITY SCHOOL DISTRICT

P.O. BOX 356, HOPE DALE, OH 43976

**** APPLICATION FOR APPROVAL ****
SCHOOL FUND DRIVE

Date of Application: _____

Name of School: _____

Name of Organization: _____

Name of Advisor: _____

A. Give details of the proposed sales drive or fund raising activity, including dates: _____

B. What product will be sold: _____

C. What is the retail price: _____

D. What percentage of the funds will be retained by the organization: _____

E. Explain the intended use of the funds derived from this sale: _____

F. How will students or employees be used during this activity: _____

G. Give names of organization's officers: _____

H. Name of person who will have financial responsibility: _____

I have read the guidelines on the reverse side and hereby agree to abide by them

Signature of Advisor

Date

Approved by Principal:

Approved by Superintendent:

Date: _____

Date: _____

SALES PROJECT POTENTIAL

The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by student activity programs.

The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

Organization: _____

Proposed Sales Project: _____

Company and Address: _____

Representative: _____

Quantity to be Ordered: _____

Cost per Unit: _____

Proposed Sale Price per Unit: _____

Requested by: _____

Approved by: _____

Advisors Signature

Date

Principal

Date

Superintendent

Date

SECTION II:

****Complete at end of sales project****

	@	Unit Price	Total Cost
Purchases: _____	@	\$ _____	\$ _____
_____	@	\$ _____	\$ _____
_____	@	\$ _____	\$ _____
Less Returns: _____	@	\$ _____	\$ _____
Total to be Accounted for: _____	@	\$ _____	\$ _____
Total Deposited with School Secretary and/or Treasurer:			\$ _____
Quantity Unaccounted for: _____	@	\$ _____	\$ _____
(Explain on Reverse Side)			

Advisor's Signature

Date

Principal's Signature

Date

Superintendent's Signature

Date