

**ACTIVITY FUND
FUND RAISER/ACKNOWLEDGEMENT OF RESPONSIBILITY**

Sponsor: _____ Club Name: _____ Account #: _____

Beginning sale date: _____

Ending sale date: _____

What purpose(s) will the proceeds be used: _____

Description of product to sell: _____

Vendor: _____ Representatives Name: _____

This is the 1st ____ 2nd ____ 3rd ____ fund raiser this year for this club.

This is the 1st ____ 2nd ____ tax free day this calendar year for this club.

Sponsor: _____ Date: _____
Signature

Principal: _____ Date: _____
Signature for Approval

Asst. Supt: _____ Date: _____
Signature (if necessary)

As the sponsor of this fundraiser:

- I agree to conduct this fundraiser in compliance with district policies.
- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will exercise strict control over all products in my possession.
- I will provide all money received along with the name and amount turned in by student (parent) to the financial secretary daily for deposit.
- I will have all expenditures paid through the financial secretary
- I am responsible for completing the Operating Report for this fundraiser and will turn in all records to the bookkeeper within one week of the projected end date of the fundraiser.
- I understand that failure to comply with all district policy and practices may result in disciplinary action.

INVENTORY:

Beginning inventory	_____
Number of items sold or serviced	_____
Number of items returned to vendor	_____
Number of items unaccounted for (attach explanation)	_____
Ending inventory	=====

SALES:

Number of items sold or serviced	_____
Selling price per item	_____
Total sales	_____
Total expenditures	_____
Net Profit	_____
Total sales*	_____
Less: non-taxable sales	_____
Less: one-day tax-free sales	_____
Net taxable sales	_____

TAX DUE: (net taxable sales x .0825) _____

Sponsor: _____
 Signature (after form is completed)

Date: _____

Principal: _____
 Signature (after form is completed)

Date: _____

* If total sales includes sales tax, divide total sales by 1.0825