



# Club Fundraising Form

Return this form to the office of Student Activities and Advocacy, Student Services Bldg, Rm 247

Date submitted: \_\_\_\_\_ Organization/Club name: \_\_\_\_\_

Activity: \_\_\_\_\_ Date of activity \_\_\_\_\_

## GUIDELINES

- This Fundraising Form **must** be submitted to the Student Activities and Advocacy Office. If your event didn't raise any funds please enter "zero" in box below.
- It is recommended that any food items for purchase are store bought and/or prepared. If baked items are self-prepared, ingredients must be provided on a label at the time of sale.
- Gloves **must** be used to serve any food items.

1. Purchase cost of supplies/items: \_\_\_\_\_
2. Number of items expected to be sold: \_\_\_\_\_
3. Cost of items being sold: \_\_\_\_\_
4. Estimated potential income: \_\_\_\_\_

### Funds to be counted and initialed by club officers immediately after event:

Actual amount of funds recieved: \$ \_\_\_\_\_ Initial: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

### Fill in the following information during the fundraiser:

Number of items sold: \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

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(**Example:** Number of items sold: 70 @ \$ \$1.00 = \$ \$70.00 )

### Calculate how your estimated potential income (#4 from above) compares to the actual funds collected from the fundraising event:

Total funds collected \$ \_\_\_\_\_ Potential Income \$ \_\_\_\_\_ = Difference \$ \_\_\_\_\_

Bag number: \_\_\_\_\_