STANDARD OPERATING PROCEDURES

Recapitulation of Fundraising Activity Form

\*\*(Form must be completed and turned in at least 24 hours after fundraiser has ended)

|  |  |
| --- | --- |
| SCHOOL:  |  |
|  |  |
| ORGANIZATION/CLUB: |  |
|  |  |
| DATE: |  |
|  |  |
| FUNDRAISING ACTIVITY: |  |
|  |  |
| DATES OF ACTIVITY: | STARTING: |
|  |  |
|  | ENDING: |
|  |  |
| AMOUNT OF PURCHASE: | $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| GROSS INCOME FOR SALES: | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| NET PROFITS: | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| DISBURSEMENT OF NET PROFITS: | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
|  |
|  |
|  |
|  |
|  |
| AMOUNT DEPOSITED IN SCHOOL FUND: | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| NAME OF COMPANY: |  |
|  |  |
| Prepare a detailed Summary Sheet indicating amount paid, method of payment (check, cash, etc.) and date of payment. Attach copy of paid invoice, check, cashier’s check, money order, etc. |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Sponsor/Sponsors

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Bookclerk/Treasurer

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Principal