



MIAMI EAST LOCAL SCHOOL DISTRICT
SALES PROJECT / FUNDRAISER REQUEST FORM

DIRECTIONS:

1. This form is to be completed and submitted at least 10 days before the proposed fundraising project.
2. Please attach this request to any requisition(s) needed for the materials to be purchased for the sales project/fundraiser.

Organization/Group Name: _____

Student Activity/Group Advisor: _____

Proposed Fundraising Activity: _____

Proposed Dates of Sales Project/Fundraiser: _____ to _____

ESTIMATED COST OF PROJECT/FUNDRAISER

Quantity to be ordered: _____

Cost per unit: \$ _____

Estimated cost of above project/fundraiser: \$ _____

ESTIMATED REVENUE FOR PROJECT/FUNDRAISER

Quantity to be sold: _____

Sale price per unit: \$ _____

Estimated revenue of above project/fundraiser: \$ _____

Activity Advisor Signature / Date

Building Administrator Signature / Date

Superintendent Signature / Date

Treasurer Signature / Date

SALES PROJECT / FUNDRAISER REQUEST FORM (continued)

Description of how the money will be used:

PROFIT/LOSS STATEMENT

To be completed at the end of the sales project/fundraising activity.

Cost per unit:	\$ _____
Quantity sold:	_____
Total Revenue:	\$ _____
Quantity Returned:	_____
Value of items returned	\$ _____
Total Expenses:	\$ _____
Total Profit (Loss)	\$ _____

Activity Advisor Signature / Date

Building Administrator Signature / Date

Superintendent Signature / Date

Treasurer Signature / Date