

## Marion School District #60-3 Fundraising Record - Form DDJJA-E

Part A of this form is to be completed before the fundraiser begins, with a copy sent to the business office prior to the start of the fundraising activity. Part B is to be completed and returned to the business office after all sales are completed. Invoices will not be paid until Part A is completed and returned to the business office. For concessions, fill out the fields with an asterisk (\*) in Part A, and all of Part B.

**Part A: Prior to fundraiser event**

\*Club/Class: \_\_\_\_\_ \*Advisor: \_\_\_\_\_

\*Fundraising/Concession Start Date: \_\_\_\_\_ \*End Date: \_\_\_\_\_

\*Item(s) being sold: \_\_\_\_\_  
*Write in Concessions if concessions are the means of fundraising*

\*Person responsible for financial record-keeping \_\_\_\_\_

\*Profit will be used for: \_\_\_\_\_

Total Cost expected: \$ \_\_\_\_\_ Profit mark-up per item (in \$ or %): \_\_\_\_\_

Total Profit expected: \$ \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Supplier's Contact Info: \_\_\_\_\_

Explain the method or charts you will use to account for all items distributed to students:

\_\_\_\_\_  
 \_\_\_\_\_

**Part B: At conclusion of fundraiser event**

Record of money turned in to Business Manager:

Date	Amount	Date	Amount	Date	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total of Receipts \$ \_\_\_\_\_

Financial Breakdown of Activity:

Total Receipts \_\_\_\_\_

Less Total Cost - \_\_\_\_\_

Equals Actual Profit \$ \_\_\_\_\_