

Banks School District Request to Conduct Fundraising Activities

This form is to be used by clubs and sports teams who plan to conduct a fundraising event or activity.

Please answer the following:

Name of club/sport/organization conducting the fundraising activity _____

Description of fundraising activity _____

Date(s) and Time(s) of fundraising activity _____

Location of fundraising activity _____

For what purpose is the fundraising activity being conducted? _____

Who is responsible for the fundraising activity? _____

Requested By: _____ Date _____

Approved By: _____ Date _____

Banks School District Fundraising Activity Receipt Form

This form is to be used by all clubs and sports teams to record activity receipts.

Club/Team/Group _____ Event _____

Advisor/Coach _____ Event Dates _____

Checks (#) _____ Total Checks \$ _____

Currency _____ x 100's = _____

_____ x 50's = _____

_____ x 20's = _____

_____ x 10's = _____

_____ x 5's = _____

_____ x 2's = _____

_____ x 1's = _____

Total Currency \$ _____

Coin _____ x 1's = _____

_____ x .50 = _____

_____ x .25 = _____

_____ x .10 = _____

_____ x .05 = _____

_____ x .01 = _____

Total Coin \$ _____

Total Checks/Currency/Coin \$ _____

Less Beginning Change \$ (_____)

Deposit Total \$ _____

Advisor _____ Date _____

School Secretary _____ Date _____

Account Coding _____