|  |  |  |  |
| --- | --- | --- | --- |
| Club:  |  | Club Advisor: |  |
| Event: |  |
| Description: |  | Event Date(s): |  |
| Event Location: |  |
| Item(s) for Sale: |  |
|  |  |
| Event Status: | New / Held Previously? | How Many Years? |  |
|  |
| Purpose of Fundraiser? |  |
|  |
|  |  |
| Expected Profit: |  |  |

Meeting Minutes need to be attached to request showing club approval.

|  |  |  |
| --- | --- | --- |
| *Meeting Minutes Date:* |  |  |
| *Club President Signature:* |  | Date: |  |
| *Club Advisor:* |  | Date: |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Part I: Revenue*** | **Estimated Sales** | **Actual Sales** | **Difference** |
| **Qty** | **Unit Price** | **Total****(# x price)** | **Qty** | **Unit Price** | **Total****(# x price)** | **Units** | **Dollars** |
| Ticket Sales |  |  |  |  |  |  |  |  |
| Item Sales |  |  |  |  |  |  |  |  |
| Food Sales |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total All Revenue** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Loss / Damages** |  |  |  |  |  |  |  |  |
| Lost  |  |  |  |  |  |  |  |  |
| Stolen |  |  |  |  |  |  |  |  |
| Damaged/Returned |  |  |  |  |  |  |  |  |
| **Total all losses** |  |  |  |  |  |  |  |  |
| **Total Revenue, Less Shortages (A)** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| ***Part II: Expenses*** | **Estimated Cost of Sales** | **Actual Cost of Sales** | **Difference** |
| **Qty** | **Unit Price** | **Total****(# x price)** | **Qty** | **Unit Price** | **Total****(# x price)** | **Units** | **Dollars** |
| Cost of Items Sold |  |  |  |  |  |  |  |  |
| Other Expenses |  |  |  |  |  |  |  |  |
| Supplies |  |  |  |  |  |  |  |  |
| Advertising |  |  |  |  |  |  |  |  |
| Custodial Overtime |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total All Revenue** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Loss / Damages** |  |  |  |  |  |  |  |  |
| Lost  |  |  |  |  |  |  |  |  |
| Stolen |  |  |  |  |  |  |  |  |
| Damaged/Returned |  |  |  |  |  |  |  |  |
| **Total all losses** |  |  |  |  |  |  |  |  |
| **Total Revenue, Less Shortages (B)** |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Part III: Profit (C)***  | **Estimated** | **Actual** | **Difference** |
|  |  |  |  |  |  |  |  |