|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | |
|  |  |  |  |  |  |  |  |