



# FUNDRAISER PROFIT FORM

## BENTLEY COMMUNITY SCHOOL DISTRICT

Deposits must be made within 2 business days after event. This form must be completed and submitted to central office within 30 days.		
BUILDING		ACTIVITY/ORGANIZATION REQUESTING
ACCOUNT		DATE SUBMITTED:
SUBMITTED BY/RESPONSIBLE PARTY:		PHONE
DESCRIPTION OF ACTIVITY (Attach additional paperwork as needed.)		
Description of Items Sold (If tickets, include ticket number ranges.)		
Total Number of Items Sold		*Gross Sales (all money received)
*Total Cost of Fundraiser (include all supplies and materials)		
Date(s) of Activity	Total Funds Deposited	*Total Profit (Gross sales less total cost of fundraiser)
Explanation of Variances or Problems (including plan for unsold items, if any)		

☐ I received no special gifts or bonuses from vendor. ☐ I followed USDA guidelines for food sold. ☐ Instructional time was not used to plan or execute event.

By signing this form, I acknowledge that I have read and understand the fundraising requirements as set out in Board Policy 5830 and AG 5830. By checking the above boxes, I acknowledge that no gifts or bonuses were provided, current USDA guidelines were followed if food was sold, and instructional time was not used to plan or execute event. Any variance or problems with these statements must be described in the above section.

ADVISOR SIGNATURE

DATE

PRINCIPAL/DIRECTOR APPROVAL	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED *explain below
Principal/ Director Signature		DATE
NOTES:		

CENTRAL OFFICE APPROVAL	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED *explain below
Central Office Signature		DATE
NOTES:		