

Worthington Schools

Fundraising Approval Request

(To Be Completed by Advisor or Chairperson)

Note: Attach a copy of the promotional materials if available at time of request.

Organization: _____ Date of Request: _____

Advisor(s): _____ Person(s) in Charge: _____

Describe the fundraising project: _____

Date Sale Begins: _____ Date Sale Ends: _____

Where and when will sale take place?: _____

What is the expected % of profit?: _____ Price per Item: _____ Total \$ Expected: _____

Purpose for Raising the Money: _____

Sales Market: School Only _____ Community Only _____ Both _____

Company Name and Address: _____

Company Phone: _____ Can unsold items be returned?: _____

If no, what happens to them?: _____

Approvals and Routing:

Advisor: _____ Printed: _____

Dir. Of Co-Curricular Act.: _____ Printed: _____

Supt (For community Sales: _____ Printed: _____

Summary Report:

(To be completed after the sale)

Income: _____

Costs: _____

Final Profit: _____