

Fundraiser Request Form Instructions

This form must be filled out completely with projected sales and expenses for each fundraiser planned by your Organization. Fundraisers include but are not limited to dances, car washes, yearbook sales, merchandise sales, bake sales, advertising, and discount card sales.

Each form should be accompanied by Organization minutes providing details about the event (ie. Date and time, location, expected profit, possible vendors, how money will be collected and the purpose for fundraiser).

Please indicate whether the event will be subject to NYS Sales Tax. Student Activities are **NOT** exempt from NYS Sales Tax and are required to collect Sales tax on all fundraisers that are considered taxable. For a full list of taxable and non taxable activities please refer to the Cash Collection section of the Student Activity Handbook.

Provide detailed amounts of revenues expected to be collected and the expenses associated with the fundraiser. Example:

The student council is planning a fundraiser selling candles. They expect to sell 100 candles at a price of \$15 each. Each candle cost the club \$9. The form should be filled out as follows:

Receipts

Description	Projected Receipt
100 candles @ \$14.02 Each	\$1402
Sales Tax	\$98

Expenses

Description	Projected Expense
100 candles @ \$9 Each	\$900
Sales Tax	\$98
Projected Profit	\$502

Please note sales tax must be deducted from sales price if applicable. For more information on how to calculate sales tax please refer to the Cash Collection section of the Student Activity Handbook. If more space is needed please use a blank sheet of paper and attach.

One completed form and meeting minutes should be turned into the Principal for final approval.

No fundraiser should be held that is not approved by the Building Principal. Any fundraiser held without prior approval may jeopardize the existence of the Organization.

Once a fundraiser is complete the Fundraiser profit and loss form is required to filled out within 1 week of the end of the fundraiser.

For additional policies and procedures on fundraisers please see the section labeled Fundraisers in the Student Activity handbook.