

Student Body Fund-Raising Activity Revenue Potential / Recap

Instructions: Submit one copy of this completed form to the Student Body Advisor prior to proceeding with fund-raising. When the activity is finished, the lower portion of this form must be completed and submitted to the Student Body Advisor. The Student Body Advisor should keep completed forms on file for review during the annual audit.

School site: _____

Name of student body organization: _____

Club or class sponsoring fund-raising activity: _____

Purpose of fund-raising activity: _____

Description of fund-raising activity: _____

Dates of fund-raising activity: From: _____ To: _____

Revenue Potential & Recap

	A. ESTIMATED REVENUE <small>(complete <u>before</u> the fund-raising activity)</small>	B. ACTUAL RECEIPTS <small>(complete <u>following</u> the fund-raising activity)</small>	Difference <small>(Line 3A minus 3B)</small>	% Difference <small>(Line 3A – 3B) / 3A</small>
1. Gross Revenue	\$	\$		
2. Cost of Fund-Raising Activity	\$	\$		
3. Net Revenue <small>(Line 1 minus Line 2)</small>	\$	\$	\$	%

If ACTUAL net revenue differs from the ESTIMATED by +/- 20%, explain below the reason(s) for the difference:

X _____
Signature of organizer of fund-raiser

_____ *Date*

_____ *Print Name*

X _____
Student Body Advisor

_____ *Date*

_____ *Print Name*