

This completed form must be submitted to your school or ASB Secretary within two (2) weeks of completion of the fundraiser.

The  club of  school held a fundraising activity

by:

purchased from (if applicable)

This fundraising activity was held from  to

Activities were accomplished through

(Example: product sales, pre-orders, before and after school sale.)

We had  members participate in the sale.

**All blocked areas must be completed (if tangible items were sold)**

**A. Expenses:** (merchandise, supplies, labor, etc.)

<input type="text"/>	@ \$	<input type="text"/>	=	<input type="text"/>
<input type="text"/>	@ \$	<input type="text"/>	=	<input type="text"/>
<input type="text"/>	@ \$	<input type="text"/>	=	<input type="text"/>
<input type="text"/>	@ \$	<input type="text"/>	=	<input type="text"/>
Subtotal			=	<input type="text"/>
WSST/SHPG			=	<input type="text"/>
<b>TOTAL COST = \$</b>				<input type="text"/>

**B. Merchandise or tickets sold:** (Include any tax and shipping costs in your sale price per item).

<input type="text"/>	@ \$	<input type="text"/>	=	<input type="text"/>
<input type="text"/>	@ \$	<input type="text"/>	=	<input type="text"/>
<input type="text"/>	@ \$	<input type="text"/>	=	<input type="text"/>
<input type="text"/>	@ \$	<input type="text"/>	=	<input type="text"/>
Subtotal			=	<input type="text"/>
Donations Subtotal			=	<input type="text"/>
<b>Total Received = \$</b>				<input type="text"/>

**C. Merchandise or tickets unsold:**

	@	\$		=	
	@	\$		=	
	@	\$		=	
	@	\$		=	
				WSST/SHPG =	
				<b>Total Unsold =</b>	

The unsold merchandise has, or tickets have, been returned to the vendor for credit.  Yes  No

*If not returned, please explain:*

The unsold items have been placed in inventory and the inventory list submitted to the ASB Activities Coordinator  Yes  No

Resold to the school store  Yes  No

Completion of this form finalizes your fundraiser. If students are responsible for merchandise not turned in, then attach a list of students who have not fulfilled their sales or merchandise obligation, noting merchandise and dollar amount for which they are still responsible. A copy of this list must be given to the principal's secretary or bookkeeper so that student names can be placed on the fine list. Your club account will be credited as these fines are paid. Include your account number on the student list.

The list of students not returning merchandise or tickets has been turned in  Yes  No

**D. Merchandise checked out and not returned:**

	@	\$		=	
	@	\$		=	
	@	\$		=	
	@	\$		=	
				<b>Total value of goods not returned =</b>	

Please explain any discrepancies:

**Recap:**

B. Merchandise or tickets sold (+)	=	
C. Merchandise or tickets unsold (-)	=	
D. Merchandise checked out and not returned (-)	=	
Subtotal	=	
A. Expenses (-)	=	
<b>Profit</b>	=	

\_\_\_\_\_  
Advisor's Signature

Date

\_\_\_\_\_  
Student Treasurer's Signature

Date

## Project/Sales Evaluation

Project

Dates

Evaluation completed by

Project Chairpersons(s)

How would you rate this project?  Outstanding  Good  Needs Improvement

How would the students rate this project?  Outstanding  Good  Needs Improvement

How would the faculty rate this project?  Outstanding  Good  Needs Improvement

List all the things about your project that should be changed next year.

List any special recommendations or ideas for next year's committee.

List all of the people, businesses, or groups that should be thanked for their part in this project.