



Madison School District School-Sponsored Activity, Student Fee, or Fundraiser Report Form (5830 F3)

Conducting fundraisers within the Madison School District is governed by Board Policy 5830. This form must be completed and submitted to the principal following any fundraising activity.

STUDENT FEE OR FUNDRAISING ACTIVITY REPORT

NAME OF GROUP/ORGANIZATION/CLASS: _____ BUILDING: _____
Advisor/Representative: _____

TYPE OF STUDENT FEE OR FUNDRAISER

- To enhance student learning
- To benefit the school
- To benefit a school organization (PATT, MYAC, etc.)
- Team, club, class, program, etc.
- Passive (Box Tops, Book Fair, etc.)

DESCRIBE:

SUPERVISING/RESPONSIBLE PARTIES (Name of administrator, staff, or other district employee who will supervise and be responsible for the fundraiser in all aspects)

Activity Supervisor: _____ District Position: _____
Phone Number: _____ Email: _____
Person managing funds: _____ Position: _____
Phone Number: _____ Email: _____

DATES AND TIMES OF ACTIVITY

START: _____
END: _____

FUNDRAISING ITEMS

Number of items acquired: _____
Number of items sold: _____
Items remaining: _____
Disposition of unsold items: _____

FINANCIAL REPORT

Gross amount of money collected: \$ _____
Expenses for merchandise/services sold: \$ (_____)
Other expenses (i.e. transportation):
Describe: \$ (_____)
Net Funds Collected: \$ _____

DEPOSIT

Date of Deposit: _____ Location of Deposit: _____
Received by: _____ Signature: _____