Silent Auction – Fundraiser

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor/Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ Permission Form

⃝ Event Flyer

⃝ Itemized Inventory with Identification number

⃝ Silent Auction Sheets

⃝ Ending Inventory

⃝ Detailed Receipt Record (MSB or RM/Item #)

⃝ Detailed Activity Report

\*Acknowledgement Receipts sent for Donated Items

\*\*Receipt as Fundraiser

Retail Item – Fundraiser

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor/Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ Permission Form

⃝ Event Flyer-Notice to Parents

⃝ Copy of student order forms

⃝ Itemized/Detailed Invoice

⃝ Retail Sales Accountability Form

⃝ Ending Inventory

⃝ MSB – Payment Report Summary

⃝ Detailed Activity Report

\*Pre-Sale retail items \*\*Receipt as Fundraiser

Calendar – Fundraiser

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor/Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ Permission Form

⃝ Event Flyer – Notice to Parent

⃝ Copy of Calendars

⃝ Detailed Receipt Record (MSB)

⃝ Detailed Activity Report

\*\*Receipt as Donation

Car Wash/Grocery Bagging – Fundraiser

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor/Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ Permission Form

⃝ Event Flyer – Notice to Parents

⃝ Currency Count Form/Master Receipt

⃝ Detailed Activity Report

\*\*Receipt as Donation

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| Fun Run – Donation/Fundraiser  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sponsor/Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Activity # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Permission Form  ⃝ Approved Contract  ⃝ Event Flyer – Notice to Parents  ⃝ Detailed Donor Report from Company  ⃝ Detailed Activity Report  \*\*Receipt as Donation |
| Sponsorship – Donation/Fundraiser  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sponsor/Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Activity # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Permission Form  ⃝ Event Flyer – Notice to Parents  ⃝ Completed Sponsor Sign-up form  ⃝ MSB – Payment Report Summary  ⃝ Detailed Activity Report  \*\*Receipt as Donation |
| Event – Concessions/Fundraiser  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sponsor/Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Activity # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Permission Form  ⃝ Event Flyer – Notice to Parents  ⃝ Detailed Invoices w/Item Counts  ⃝ Currency Count Form/Master Receipt  ⃝ Concessions/Canteen Accountability  (All applicable forms)  ⃝ Detailed Activity Report  \*\*Receipt as Concessions |

Event – Ticket Sales

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor/Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ Permission Form

⃝ Event Flyer – Notice to Parents

⃝ Ticket Sales Accountability Form

⃝ Currency Count Form/Master Receipt

⃝ Ticket Stubs

⃝ Detailed Activity Report

\*\*Receipt as Ticket Sales

Library Book Fair

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor/Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ Permission Form

⃝ Event Flyer – Notice to Parents

⃝ Cash Register – Daily Report (Cash/Check/CC)

⃝ Currency Count Form

⃝ Book Fair Sales Report/Invoice

⃝ Detailed Activity Report

\*\*Receipt as Fundraiser

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