



ADMINISTRATIVE FORM 3511  
STUDENT ACTIVITY FUNDS  
FUNDRAISER REQUEST AND PROFIT ANALYSIS

School name \_\_\_\_\_

Activity account \_\_\_\_\_ Activity advisor \_\_\_\_\_

Description of fundraiser \_\_\_\_\_

Funds to be used for \_\_\_\_\_

Dates of fundraiser \_\_\_\_\_

	Unit price	# of units	Dollars
Projected sales (A)	_____	_____	_____
Cost of sales (B)	_____	_____	_____
Projected gross profit (A-B)			_____

Fundraiser requested by \_\_\_\_\_  
Activity advisor signature \_\_\_\_\_ Date \_\_\_\_\_

Fundraiser approved by \_\_\_\_\_  
Principal signature \_\_\_\_\_ Date \_\_\_\_\_

**This section to be completed by activity advisor at end of fundraiser**

Actual sales	_____
Actual cost of sales	_____
Cost of unsold items	_____
Disposition of unsold items	_____
Total cost of items	_____
Actual gross profit	_____
Projected gross profit from above	_____
Variance	_____
Explanation for variance	_____

Bookkeeper review \_\_\_\_\_

Principal review \_\_\_\_\_