

# Estherville Lincoln Central CSD

## FUNDRAISER/RESALE REPORT

- Form must be submitted **AND** approved before the fundraiser may begin.
- Invoices will not be paid until all money is collected and fundraising/resale form is completed and returned to the business office.
- If the coach/sponsor does not follow through with the procedures and protocols, including all forms filled out, the coach/sponsor is responsible for all expenses as personal expenses.
- It is the responsibility of the coach/sponsor to follow all fundraising guidelines set forth in policies [504.5](#) and [504.5R](#).

Name of Class/ Activity/ Sport doing the fundraising: \_\_\_\_\_

Name of Coach/Sponsor: \_\_\_\_\_

Resale Account Number: \_\_\_\_\_

Resale Account Current Balance: \$ \_\_\_\_\_

Today's Date: \_\_\_\_\_ Beginning Date of Fundraiser: \_\_\_\_\_

Anticipated Ending Date of Fundraiser: \_\_\_\_\_

Purpose of Fundraiser (be **VERY** specific about what the funds will be used to purchase):

Fundraising Vendor's Name: \_\_\_\_\_

Description of Item(s) Sold: \_\_\_\_\_

Percentage of profits to be returned to the school group: \_\_\_\_\_

**\*\*This must be on ALL publications and marketing related to the fundraiser\*\***

Goal of Funds to be collected: \$ \_\_\_\_\_

Anticipated Expenses Related to selling: \$ \_\_\_\_\_

It is the responsibility of the Coach/Sponsor to know, understand and abide by Board policy [504.5](#) and [504.5R](#).

\_\_\_\_\_  
Coach/Sponsor Signature Date

\_\_\_\_\_  
Superintendent/AD Approval Date