

SALES PROJECT POTENTIAL

Ohio Revised Code 3315.062 - Student Activities

**This form must be completed prior to holding a fundraiser.
Signatures must be in place to obtain authorization for all fundraisers.**

This form is designed to account for the income (actual and projected) from sales projects conducted by student activity programs.

The purpose is to obtain approval from administrators, prior to the fund raiser. The purpose is also to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with board policies.

PLEASE PRINT:

Organization (Student Activity): _____

Sponsor/Advisor: _____ Bldg/Dept: _____

Name of Proposed Sales Project: _____

Vendor Name (If you are buying products): _____

Vendor Address: _____

Quantity to be ordered: _____ Cost per unit: _____

Proposed Sales Price per Unit (or ticket price) From: _____ to _____

Date of Sale: _____ From: _____ to _____

Requested by:

Approved by:

Sponsor/Advisor Signature Date

Principal/Dept Admin Signature Date

Treasurer Signature Date

Superintendent Signature Date

A *Completed Project* form 5830 F3 must be submitted upon completion of project