



STEPS FOR COMPLETING FUNDRAISING APPLICATION

Select the appropriate worksheet from the website: Departments/Financial Services/Activity Funds/Fundraising Information

Activity Funds - Conroe | conroeisd.net/department/financial-services/activity-funds/

CONROE INDEPENDENT SCHOOL DISTRICT

Parents/Students | Employees | Community | MORE :

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Resources

- + Manuals
- + Forms
- Fundraising Information
 - Fundraising Application Instructions PDF
 - Fundraising Steps for Recap PDF
 - Fundraising Application Services
 - Fundraising Application-Bookfairs & Catalog Sales
 - Fundraising Application - Book Fair (other than Scholastic) & Catalog Sales
 - Fundraising Application-Product Sales

Contact Us
TEL: 936-709-7752
ADDRESS:
3205 W. Davis Street
Conroe, TX 77304

Complete the worksheet and save to your desktop – you will need to upload to the Eduphoria Form

Expected profit is an estimate only.

Bookfairs & Catalog Sales:

- a) Enter School Name, Club Name, and Start Date.
- b) Enter the amount of your expected sales and the total number of items that you expect to sell. The worksheet will calculate the price per item. If you have more than one catalog, enter one in each description column.
- c) Enter your expected cost - the worksheet will calculate expected profit. **Enter this amount on your Eduphoria form when it asks for the expected profit.**

Fundraising Application Spreadsheet-BookFair & Catalog
(after spreadsheet is completed, attach to Eduphoria form for approval)
You only enter the red lines - Blue line will be entered in Eduphoria

Enter School Name:
Enter Club Name:
Beginning sale date:

EXPECTED INCOME:			
	Description	Description	Description
You can enter separate items in each column -			
Total number of items to be sold	1,000		
Price per item	\$15.00	\$0.00	\$0.00
Expected income	\$15,000.00		
Total cost of merchandise	\$5,000.00		
Expected profit	\$ 10,000.00	\$ -	\$ -

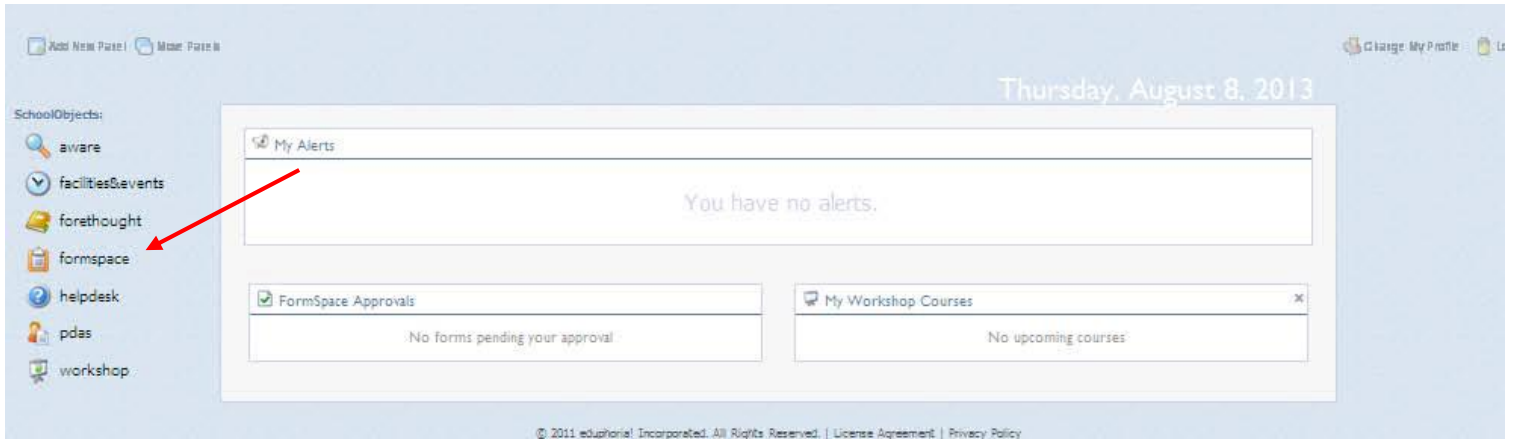
FINANCIAL RECAP			
Actual Income-BookFair & Catalog Sales			
Actual number of items sold			
Price Per Item	\$0.00	\$0.00	\$0.00
Actual Sales			
Less: Total cash receipts (deposits)			
Cash Difference	\$ -	\$ -	\$ -
Profit/Loss	\$ (5,000.00)	\$ -	\$ -

Product & Sales of Service:

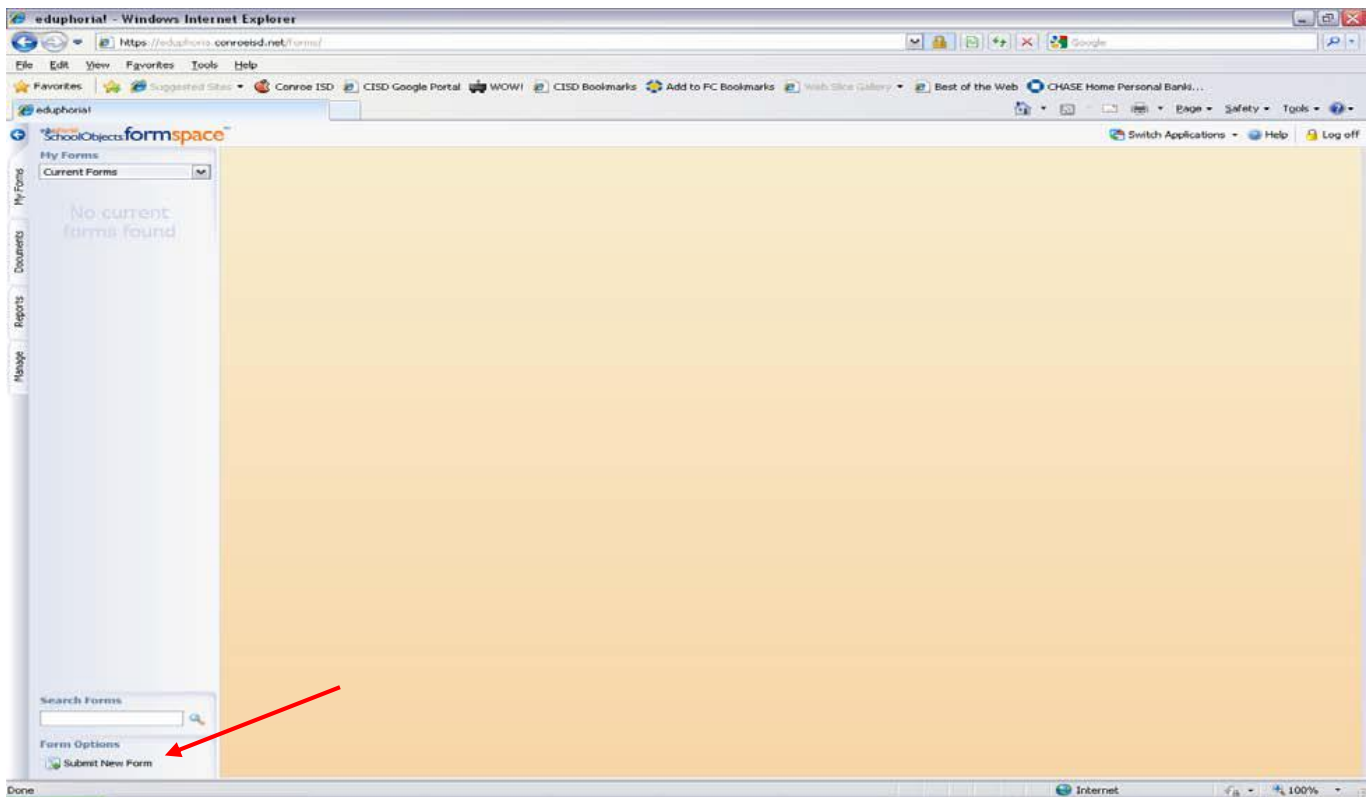
- a) Enter School Name, Club Name, and Start Date and item to sell under description.
- b) Enter the number of items you expect to sell and the price for each item. The worksheet will calculate total income. If you have more than one item, enter one in each description column.
- c) Enter your expected cost - the worksheet will calculate expected profit. **Enter this amount on your Eduphoria form when it asks for the expected profit.**

A19 FINANCIAL RECAP						
	A	B	C	D	E	F
1	Fundraising Application Spreadsheet - Product Sales					
2	(after spreadsheet is completed, attach to Eduphoria form for approval)					
3	You only enter the red lines - Blue line will be entered in Eduphoria					
4						
5						
6	Enter School Name:					
7	Enter Club Name:					
8	Beginning sale date:					
9						
10	ESTIMATED INCOME:					
11	You can enter separate items in each column -					
12	Total number of items to be sold	0	0	0		
13	Price per item	\$ -	\$ -	\$ -		
14	Estimated income	\$ -	\$ -	\$ -		
15	Total cost of merchandise	\$ -	\$ -	\$ -		
16	Estimated profit	\$ -	\$ -	\$ -		
17						
18						
19	FINANCIAL RECAP					
20	Actual Income-Product Sales					
21						
22	Actual number of items sold	0	0	0		
23	Price Per Item	\$ -	\$ -	\$ -		
24	Actual Sales	\$ -	\$ -	\$ -		
25	Less: Total cash receipts (deposits)	\$ -	\$ -	\$ -		
26	Cash Difference	\$ -	\$ -	\$ -		
27	Actual cost of merchandise	\$ -	\$ -	\$ -		
28	Profit/Loss	\$ -	\$ -	\$ -		
29						
30	Inventory Recap					

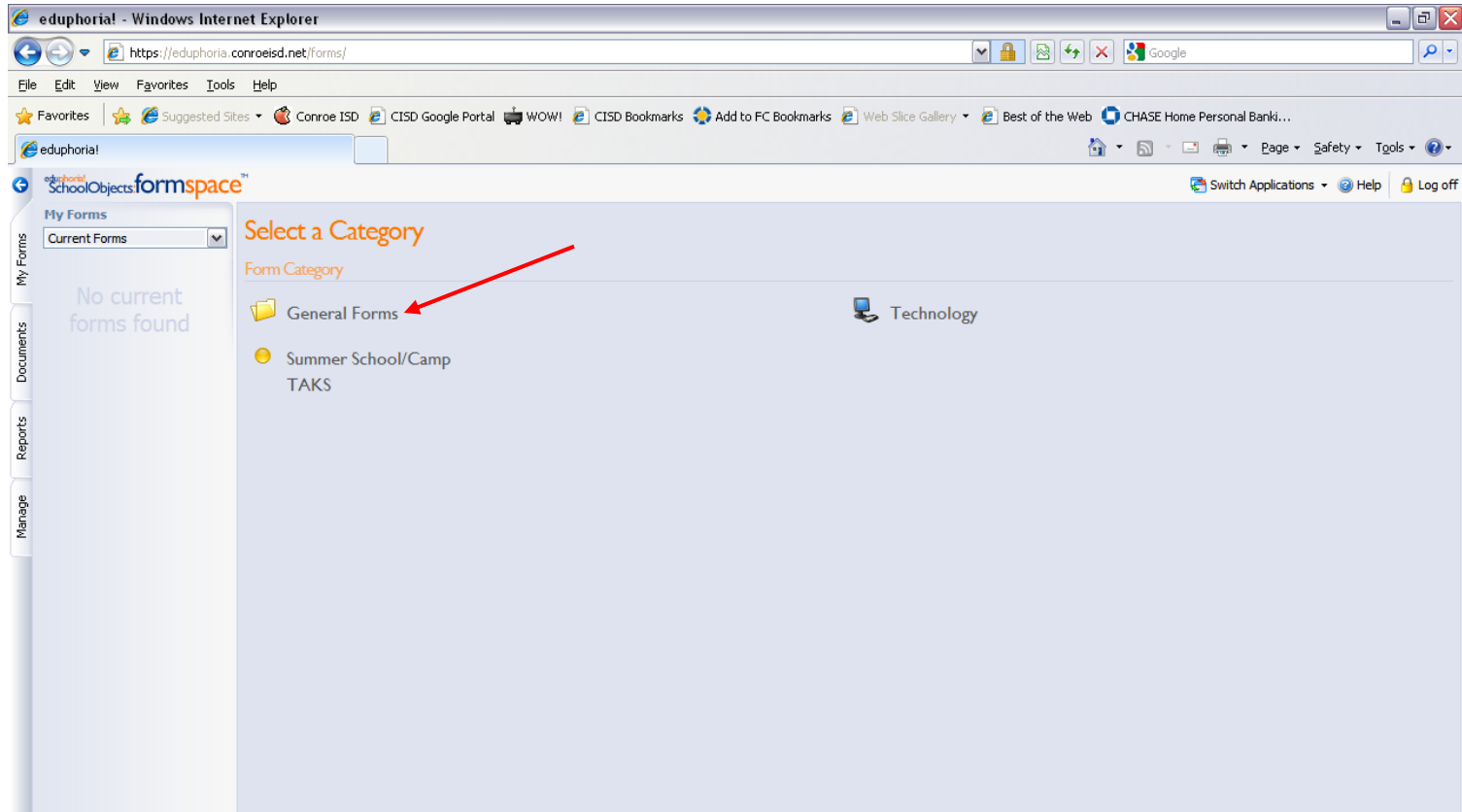
Open Eduphoria – Select Formspace



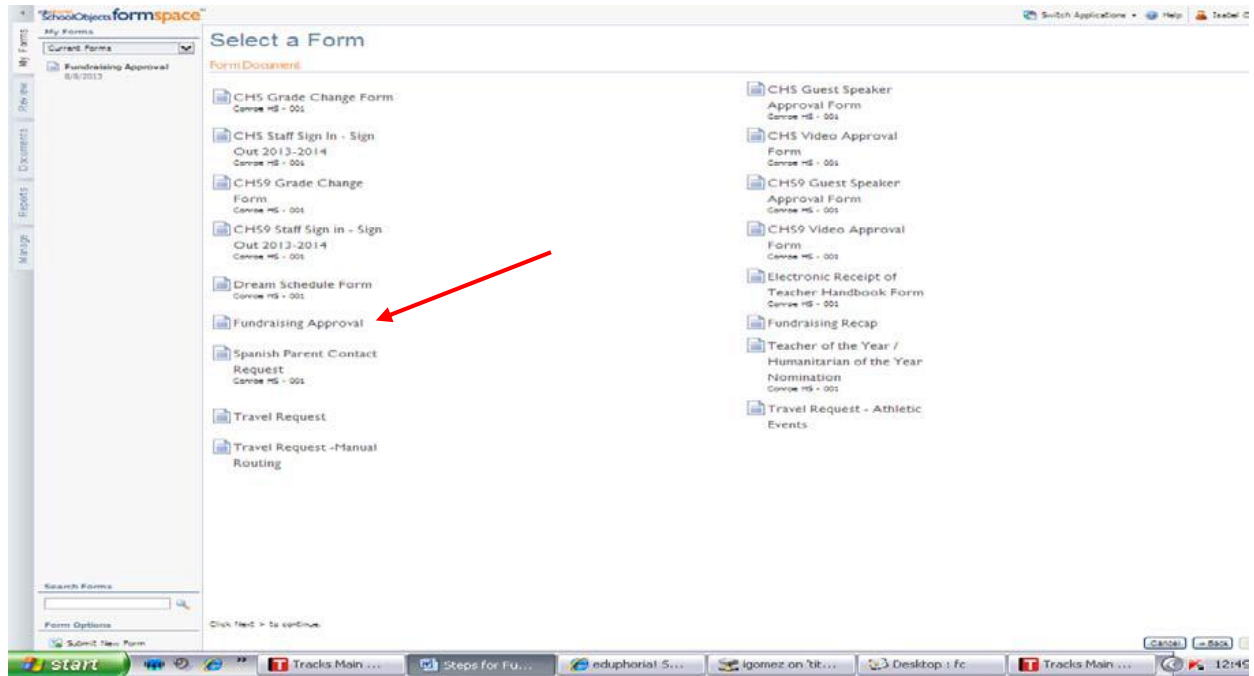
Select Submit Form



Select General Forms



Fundraising Approval



Select your school and fill out all required fields. Note your Form number; you will need this to recap.

The screenshot shows the 'School Objects formspace' application. The main content area displays the 'Fundraising Approval' form. At the top, the 'Fundraising Form Number: 0019593' is shown in orange text, with a red arrow pointing to it. Below this, the form asks to 'Select your campus' (Academy for Science and Health Professions is selected) and provides fields for 'Club', 'Account Number', 'Beginning Sale Date', and 'Ending Sale Date'. It also includes questions: 'Will door-to-door solicitations be involved?' (radio buttons for 'yes' and 'no'), 'Who will do the selling?', 'Where will the selling take place', and 'For what purpose will the proceeds be used?'. There are also fields for 'Vendor Name', 'Vendor Street Address', 'Vendor City', and 'Vendor State'. The left sidebar shows 'My Forms' with 'Fundraising Approval' forms from 8/8/2013. The right sidebar shows a 'History' list with various 'Approval' and 'Notification' entries. The bottom status bar shows 'Error on page.' and 'Internet'.

Attach your saved spread sheet to the bottom of the application. Agree to policy and submit.

The screenshot shows the bottom portion of the 'Fundraising Approval' form. It includes fields for 'Vendor Street Address', 'Vendor City', 'Vendor State', 'Vendor Zip Code', and 'Vendor Phone'. Below these is a section for 'Expected Income' with a table for 'Expected Profit from each item' and a section for 'Attached Fund Raising Spreadsheet' with a file upload button. The form also includes a statement: 'I am familiar with the school and District policies regarding the sale of merchandise at school and in the community. I have reviewed the Fundraising Information in Chapter 11 of the Activity Fund Manual.' with radio buttons for 'I agree' and 'I do not agree'. The 'Submit Form' button is visible at the bottom. The left sidebar and right sidebar are the same as in the previous screenshot. The bottom status bar shows 'Error on page.' and 'Internet'.

1. Approval Process

- Notification sent to Financial Secretary for approval
- b. Notification sent to Principal for approval
- c. Notification sent to Administration for approval
- d. Upon approval by Administration; Notification will be sent to originator and to financial secretary