

**Emmaus High School
Fundraising Application/Activity & Social Function Application**

Please complete the following application. Please remember to clear all dates and locations with the Activities Office before submitting this application. This application should be completed by the advisor and/or sponsor, and returned to the Activities Office at least two weeks prior to the scheduled event. Please fill out all the lines that apply.

Name of Organization: _____ Advisor: _____ Cell Phone: _____

Student Chairperson: _____ Cell Phone: _____

Fundraiser or Event Description: _____ Admission Price(if applicable): _____

Period(s) of Advisor Coverage: _____ (Must Submit Coverage Slip to Gail In Main Office)

Start Date: _____ End Date: _____ Location(s): _____

Set-Up Start Time: _____ Event Start Time: _____ Event End Time: _____ Event Breakdown Time: _____

Maintenance & Equipment Special Requests (Tables, Chairs, Trash Cans, etc.): _____

Delivery Date: _____ Delivery Location: _____ Delivery Start Time: _____ Delivery End Time: _____

*****If refrigeration of goods is required, please contact the EHS Cafeteria to arrange accommodations.**

Type of Product & Product Information: _____

Refreshments(Food/Beverage) _____

Outside Entertainment: _____

Vendor Name/Address/Phone Number: _____

Advertising Methods (Describe): _____

Sales Representative: _____ Work Phone: _____ Cell Phone: _____

Cost of Item: _____ Selling Price of Item: _____ Estimated Gross Sale: _____ Profit Per Item: _____

Procedure for Selling (Time, Place, Method, etc.): _____

Method of Payment to Company (Company should include Sales Tax:) _____

Chaperones: (Names and Phone Numbers:) _____

Security: Activities/Socials that are open to the general public require security from the Emmaus Police Department. The rate for each security officer is \$25/hour for the duration of the event and the rate will be charged to the organization.

Requested Number of Security Officers: _____ Location: _____ Time of Coverage: _____ Advisor Initials: _____

IMPORTANT: Please submit a copy of the attached accounting report to Chelsea Reed no later than 5 days after the conclusion of your event or fundraiser (only if there is money involved)

Fundraiser Approval/Activity & Social Function Approval

Activities Office _____ Date: _____

Principal's Approval/Signature: _____ Date: _____

Principal's Comments: _____

Emmaus High School Fundraising Report

1. Determine whether or not the product(s) you are selling is/are taxable.
2. **Check to see if the vendor is licensed with the Pennsylvania Department of Revenue.** If they are, you can have them pay the sales tax on the wholesale amount.
3. **If you must pay the sales tax, the main office will take the tax money from your club account.**
4. Keep accurate records for the State Auditors. You must complete the financial statement below, attach an invoice from the vendor with tax information, and submit a copy to the Activities Office.

Financial Statement for Fundraiser

Organization:	Report Date:	
Advisor:	Home Phone:	Cell Phone:
Student Chairperson:	Home Phone:	Cell Phone:
Fundraiser:	Start Date/Time:	End Date/Time:

Income:

<p>Non-Taxable Items Sold:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>Receipts:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">(A) Total Receipts _____</p>
<p>Taxable Items Sold:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>Receipts:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">(B) Total Receipts _____</p>
Total (A) + (B) _____		

Expenses:

<p>Cost of Items:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>Receipts:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">(C) Total Expenses _____</p>
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Net Profit/Loss (Total Receipts less Expenses)

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