

### **FUNDRAISING EVENT WORKSHEET**

Title/Name of Fundraiser:	
Expected Date:	
Description of Event:	
Person(s) In Charge of Event:	

<b>Estimated Income or Revenue:</b>	
<b>Total:</b>	<b>\$0.00</b>

[Please list items generating revenue and provide estimated revenue for each such item; items may include, among other things, ticket sales, sales of goods, etc. (for ticket sales please also provide price per ticket and estimated number of attendees)]

<b>Estimated Out of Pocket Expenses:</b>	
<b>Total:</b>	<b>\$0.00</b>

[Please list expenses by category and provide estimated cost for each category; categories may include, among other things, food, beverages, decorations, services, prizes, advertising/printing, security, etc.]

**NOTE: EXPENSES IN EXCESS OF 10% OF ESTIMATE OR NOT INCLUDED ON THIS WORKSHEET MAY NOT BE REIMBURSED WITHOUT PDC APPROVAL**

**Total Estimated Net Income:** **\$0.00**

<b>Donations and Other Items Without Cost</b>	
<b>Total:</b>	<b>\$0.00</b>

[Please list any anticipated donations or other items to be obtained for free required for or enhancing the event (i.e., any donated food, free merchandise, or services provided without cost)]

**Approval by PTO:**

By: \_\_\_\_\_  
Printed: \_\_\_\_\_  
Dated: \_\_\_\_\_

**Approval by PDC:**

By: \_\_\_\_\_  
Printed: \_\_\_\_\_  
Dated: \_\_\_\_\_