Principals and Sponsors: Please send the original to the Assistant Director of Finance in the Financial Services Department and keep a copy for your records.

Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraising Description (From Fundraising Request Form):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total deposits $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Quantity of Inventory Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(each item)

Less: Total cost of sale (invoice) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Less: Inventory Sold \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Net profit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Less: Inventory Giveaway\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inventory Remaining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Explanation for Inventory Giveaway must be attached

Funds deposited to (account name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds deposited to (account number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Date of Deposit | Amount of Deposit |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature Date

**Please complete the evaluation on the following pages.**

**EVALUATION**

**Briefly describe your overall experience with this fundraising company and rate the vendor/fundraiser as indicated below. Please provide additional information where you believe it is necessary.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please rate the vendor and/or fundraising project on the following:**

**Company provided sufficient information to successfully launch this fundraising project**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**Company information or presentation was clear, concise and easy to understand throughout fundraising project**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**School personnel, students and/or parent support groups were treated with respect and professionalism throughout fundraising project**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**My questions and/or concerns were answered timely and effectively**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**Parents and/or customers feedback was generally positive about this fundraising project**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**Actions by the vendor were consistent with promises throughout the fundraising project**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**Product and/or services met my expectations**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**Our revenue or profit from this fundraising project met my expectations**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**This particular fundraising product or service required little effort on my part**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**The amount of time allotted to this fundraising project was sufficient**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**I would recommend this fundraising project to others**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**I would recommend this vendor or company to others**

\_\_\_\_\_ Strongly Agree

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_ Strongly Disagree

**Add any additional comments or helpful information here:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_