

DOLTON ELEMENTARY SCHOOL DISTRICT #148
FUNDRAISING ACTIVITY
TALLY SHEET
Instructions

General: This report should be used daily to report funds collected by teachers/student advisors for fundraising activities. A copy of the completed form should be attached to the deposit ticket along with a copy of the receipt. There should not be any discrepancies between the tally sheet and the deposit slip. (All discrepancies must be addressed prior to depositing the funds.)

- Date:** Date the form is completed
- Fundraiser:** Include the name of the fundraiser. Use the same name that was included on the approval documents that were forwarded to the board.
- Teacher's Name:** Include the name of the teacher that collected the funds from the students.
- Student's Name:** Include the name of the student that turned in money for the fundraiser.
- Amount Collected:** Indicate the amount of funds that each student turned in.
- Total Collected:** Indicate the total funds collected.
- Teacher's Signature:** The teacher's signature indicates that the amount collected and forwarded to the principal or the principal's designee is true and accurate.