

FUNDRAISER / ACTIVITY REQUEST FORM

This form must be **FULLY COMPLETED** and submitted to ASB for approval **BEFORE** any fundraiser or activity is held (per Education Code Section 48932). Submit at least 2-3 weeks in advance of your fundraiser or activity for proper approval & signature process. Any funds raised must be deposited with ASB bookkeeper within 3 days after end of fundraiser/activity. For fundraisers, revenue analysis sections must be completed.

Club/Organization: _____ Date: _____

Advisor: _____ Club/Organization President: _____

Name of Fundraiser/Activity: _____

Pre-sale Dates, if any: from _____ to _____ Actual Dates: from _____ to _____

Location: _____ Time: Lunch ___ Afterschool ___ Other time: _____

For the following - answer A or B, do not answer both:

A) For fundraisers, what is the money raised going to be used for? _____

B) For activities with no fundraising, what is the purpose & description of this activity? _____

For fundraisers - list items to be sold (if activity with no fundraising, write N/A): _____

→→→→→ Please note: See admin for chairs & tables, if needed ←←←←←

P.O. Request Form must be submitted to ASB for approval **BEFORE any items or services are purchased or ordered for this fundraiser or activity.**

Club Approval

Club Officer Signature Date

Advisor Signature Date

STUDENT COUNCIL ACTION

_____ Approved

_____ Disapproved

_____ Tabled

Reason for disapproved or tabled action: _____

ASB Officer Signature Date

Activities Director Signature Date

Administrator Signature Date

REVENUE ANALYSIS – for fundraisers only

| THIS SIDE MUST BE FULLY COMPLETED WHEN SUBMITTING FOR ASB APPROVAL. | | | | UPDATE THIS SIDE WHEN FUNDRAISER IS COMPLETED | | |
|--|--------------------|-------------------|----------------------------|--|-------------------|-----------------------------|
| PROJECTED INCOME | | | | ACTUAL INCOME | | |
| Items to be sold | Estimated Quantity | Selling Price | Est. Income (Qty x Price) | Actual Quantity | Selling Price | Actual Income (Qty x Price) |
| <i>Example: T-Shirts</i> | <i>50</i> | <i>\$10/Shirt</i> | <i>\$500</i> | <i>40</i> | <i>\$10/Shirt</i> | <i>\$400</i> |
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| TOTAL PROJECTED INCOME | | | | TOTAL ACTUAL INCOME | | |
| PROJECTED EXPENSES | | | | ACTUAL EXPENSES | | |
| Items purchased | Estimated Quantity | Cost | Est. Expenses (Qty x Cost) | Actual Quantity | Actual Cost | Actual Expenses |
| <i>Example: T-Shirts</i> | <i>50</i> | <i>\$7/Shirt</i> | <i>\$350</i> | <i>50</i> | <i>\$7.50</i> | <i>\$375</i> |
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| TOTAL PROJECTED EXPENSES | | | | TOTAL ACTUAL EXPENSES | | |
| PROJECTED PROFIT | | | | ACTUAL PROFIT | | |
| TOTAL PROJECTED PROFIT (INCOME MINUS EXPENSES) | | | | TOTAL ACTUAL PROFIT or LOSS | | |

Completed Revenue Analysis Submitted by (SIGN AFTER FUNDRAISER IS COMPLETED):

 Club Officer Signature Date Advisor Signature Date

Verified by: _____
 ASB Officer Signature Date Activities Director Signature Date