



Request for Fundraiser Approval and Revenue Projection 2018-19

APPROVED

DENIED

*Only Athletics and Curricular Clubs may fundraise, non-curricular clubs may not fundraise. Any fundraiser taking place **MUST** have **PRIOR** approval.*

ALL REQUESTS MUST BE SUBMITTED 3 WEEKS PRIOR TO THE FIRST DAY OF FUNDRAISING SALES. Please submit COMPLETED request form to Jessica Milligan in the Activities Office Room G-1. FOOD (INCLUDING CANDY) SALES ARE PROHIBITED DURING SCHOOL HOURS.

*Approval is on a first come-first serve basis: A Fundraiser calendar has been shared with all staff in order to allow groups to see fundraiser activities that have already been approved. Your processed request form will be returned to the Advisor's mailbox within 10 school days after submission. **PLEASE NOTE:** There may be times when a request may be denied. This decision is based on the school activities calendar.*

*If your fundraiser requires any type of set-up, please complete an **Activity Set Up Request***

(PLEASE PRINT)

Name of Group/Club: _____ Advisor: _____

Email _____ Contact # _____

Fundraiser Profits to be deposited to:

Acct # _____ Account Title _____

Acct # _____ Account Title _____

Name or Type of Fundraiser: _____

Location of Activity: _____ Date(s) _____ Time: _____

Items to be Sold _____ Unit \$ _____ **Potential Profit** _____

Authorized by	Signature	Date
Club/Group Advisor		
Confirmation of Fundraiser Calendar		
Finance Office	Club Balance \$	
Assistant Principal Approval		
ASB Representative Approval		

A PURCHASE ORDER MUST BE SUBMITTED PRIOR TO YOUR FUNDRAISER

No Monies should be removed for reimbursement/expenses to ensure we maintain accurate accounting. Funds should be deposited within 24 hours of receipt, but no longer than 72 hours after Final Sales. You are accountable for all monies collected.

Cash Box/Tickets Required? Yes No

How much income is anticipated? _____

How much expense is anticipated? _____

How will the profit be used? _____

EXPECTED REVENUE:	BUDGET	ACTUAL	DIFFERENCE
Sales Quantity X Sales Price	\$	\$	\$
Other Revenue:			
Donations, Sales of Ads, etc.	\$	\$	\$
Total Revenue (A)	\$	\$	\$
EXPENSES:			
Product quantity X Cost (per invoice)	\$	\$	\$
OTHER EXPENSES:			
Freight	\$	\$	\$
Advertising	\$	\$	\$
Other	\$	\$	\$
TOTAL EXPENSES (B)	\$	\$	\$
OTHER: (C)			
Items Donated or Given as Prizes - Quantity X Cost	\$	\$	\$
TOTAL PROFIT (A-B-C)	\$	\$	\$

Date of ASB Minutes _____

Block Motion # _____