



## Request for Fundraiser Approval and Revenue Projection

**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 Nancy Carbajal 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 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? \_\_\_\_\_

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

Date of ASB Minutes \_\_\_\_\_

Block Motion # \_\_\_\_\_