



# FUNDRAISING APPROVAL FORM

PERRIS UNION HIGH SCHOOL DISTRICT

SCHOOL SITE: \_\_\_\_\_  
PROPOSED EVENT: \_\_\_\_\_  
REQUESTING CLUB/ORGANIZATION: \_\_\_\_\_  
CLUB ADVISOR: \_\_\_\_\_ PHONE EXT: \_\_\_\_\_  
CLUB/EVENT CONTACT PERSON: \_\_\_\_\_  
DESCRIPTION of the EVENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE(s) & TIME(s) OF THE EVENT: \_\_\_\_\_  
PRE-SALE DATES: \_\_\_\_\_  N/A

LOCATION OF THE EVENT: \_\_\_\_\_

CHAPERONES: \_\_\_\_\_  
\_\_\_\_\_

Is food being served? \*\*  Yes  No (If yes, allow additional time for event approval)

Is a Purchase Order needed?  Yes  No (Please attach necessary quotes)

Names of any companies where product will be purchased (may not apply to all events) \_\_\_\_\_  
\_\_\_\_\_

Will a Contract with an outside agency be used?  Yes (attach contract for approval by Purchasing)  No

Is Insurance Required?  Yes (attach ins. for approval by Purchasing)  No

Are district facilities or equipment being used?  Yes (attach COPY of the use of facilities form)  No

Is event off campus?  Yes (attach copy of approved field trip request)  No

Is transportation required  Yes (attach approved transport. request form)  No

Has the Assistant Principal been contacted regarding security? If so...  Yes (how many? \_\_\_\_\_) (date requested \_\_\_\_\_)  N/A

Custodians required?  Yes (submit PO to cover cost for Security and/or Custodian)  No

Is this event on the school events calendar?  Yes  No Date added: \_\_\_\_\_

Has the fundraiser type been board approved?  Yes  No (cannot be approved without board approval)

Fundraising Event Profit Form attached (required for approval)

### APPROVAL SIGNATURES:

Club Officer \_\_\_\_\_ Date Signed \_\_\_\_\_

Club Advisor \_\_\_\_\_ Date Signed \_\_\_\_\_

ASB Advisor \_\_\_\_\_ Date Signed \_\_\_\_\_

Principal/Designee \_\_\_\_\_ Date Signed \_\_\_\_\_

Nutrition Services\*\* \_\_\_\_\_ Date Signed \_\_\_\_\_

Business Office \_\_\_\_\_ Date Signed \_\_\_\_\_



# FUNDRAISING EVENT PROFIT FORM

PERRIS UNION HIGH SCHOOL DISTRICT

School Site \_\_\_\_\_  
 School Year \_\_\_\_\_  
 Student Advisor \_\_\_\_\_

Student Club \_\_\_\_\_  
 Name of Event \_\_\_\_\_  
 Date of Event \_\_\_\_\_

Part I: Income	Estimated Sales			Actual Sales			Difference & Notes on Profitability		
	Income Description:	Number	Unit Price (Number X Unit Price)	Number	Unit Price (Number X Unit Price)	Number	Unit Price	Dollars	
Examples:									
Tickets Sold									
Items Sold									
<b>Total Revenue</b>									

Part II: Expenses	Cost of Sales			Actual Cost of Sales			Difference & Notes on Profitability		
	Expense Description:	Number	Unit Price (Number X Unit Price)	Number	Unit Price (Number X Unit Price)	Number	Unit Price	Dollars	
Examples:									
Security									
Custodian									
Supplies									
Advertising									
<b>Total Expenses</b>									

<b>Part III: Net Profit</b>								
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(The net profit is the difference between the total revenue and the total expenses.)

Report Prepared by (name, title): \_\_\_\_\_

Date: \_\_\_\_\_

Report Reviewed by ASB Bookkeeper (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Presented to ASB on (date): \_\_\_\_\_

**FUNDRAISERS MUST BE CLOSED OUT BY 2 WEEKS AFTER END DATE.**



# CLASS/CLUB MEETING MINUTES

*Perris Union High School District*

School Site: \_\_\_\_\_ Class /Club: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

The meeting was called to order by: \_\_\_\_\_ At (time): \_\_\_\_\_

The minutes of the meeting dated: \_\_\_\_\_, were read and approved (or corrected and approved)

Meeting Attendees: (or ATTACH SIGN IN SHEET)

<u>Name of Attendee</u>	<u>Title</u>

The following Purchase Orders and/or Club Account expenses were approved:

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

**Business:**

<b><u>Options/Events/Fundraising</u></b>	
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<b><u>Decisions/Actions:</u></b>	
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<b><u>To-Do/Next Steps:</u></b>	
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**Submitted By:**

Class/Club Officer:

\_\_\_\_\_ Date: \_\_\_\_\_

Class/Club Advisor:

\_\_\_\_\_ Date: \_\_\_\_\_

4/08/13