

Encina Preparatory High School

ASB Fundraiser and Activity Request

Club/Class/Sport _____ Certificated Advisor _____

Name of Activity _____ Is this a fundraiser? _____ Yes _____ No

What is the purpose of this activity and/or fundraiser? List specifically what funds will be used for. _____

What date, & time will your activity/fundraiser begin? _____ What date, & time will your activity/fundraiser end? _____

Supervising Adult at Event _____ Did advisor & supervising adult attend advisor training? _____

Facility Request	
<input type="checkbox"/> Large Gym	<input type="checkbox"/> Black Box Theater
<input type="checkbox"/> Small Gym	<input type="checkbox"/> Quad
<input type="checkbox"/> Outdoor Stage	<input type="checkbox"/> Room _____
<input type="checkbox"/> Library	<input type="checkbox"/> Other

STUDENT COUNCIL ONLY (initial & date):
<input type="checkbox"/> Civic Permits (afterschool facility use only)
<input type="checkbox"/> NIDS (supervision request)

Policies and Procedures

1. All Activities must be submitted **15 school days** in advance of event. In the event that school is not in session (only summer), requests must be submitted at least 3 weeks or 21 days in advance. See calendaring policies. Fundraisers cannot be requested in increments of more than 4 weeks.
2. Food items can **ONLY** be sold 30 minutes after the school day.
3. Any items purchased for the fundraiser **MUST** have a PO on file in the Controller's office **PRIOR** to purchasing.
4. It is the responsibility of the person in charge to arrange custodial services or equipment for the event. Your ASB account will be invoiced for the custodial overtime for weekend or holidays. All activities and fundraisers **MUST** have a certificated advisor or a co-advisor present at **ALL** times. Co-Advisor must have attended advisor training and must sign in the supervision section of this request prior to submission (ie: Coaches or other staff members. Parents or family members cannot be left in charge of school sponsored fundraisers without an Encina staff member present.
5. All facilities including classrooms must be approved by the VP in charge of facilities prior to submission of the activity request. All equipment needs including chairs, tables, etc. must be presented in a layout of the facility with a complete list of equipment requests at the time of request submission. All requests not complying will be denied.
6. All receipts from PO's and deposits must be submitted to the Controller for all fundraisers within **10 SCHOOL DAYS** of the event. Keep all deposits separate from one another.
7. The advisor will receive a copy of this request when the event or fundraiser has been approved by Student Council, VP in charge of Activities, and the Controller in their email. Until then, no signs or promotional items may be given out or hung.
8. All fliers, posters, or banners must be approved by the Activities Director prior to hanging them up anywhere on campus. Bulletin announcements are the responsibility of the club.
9. All Fundraising and Activity Requests must be signed by the **CERTIFICATED** advisor and any **CO-ADVISORS** supervising the event.
10. Fill in budget and revenue potential on the reverse side.

We understand that by signing below that the above information is correct for our event. By signing below, we understand the policies and procedures of hosting an event on behalf of an Encina student organization. Consequences as seen in the Advisor handbook will be given if the above guidelines are not followed.

Student Representative/Date

Certificated Advisor/Date

STUDENT COUNCIL ONLY (COMPLETE AFTER Student Council meeting)

Event Approved/Denied/Date	ASB Vice President – Master Calendar	ASB Director/Date	
Scanned & Sent to Advisor/Date	ASB President/Date	ASB Vice Principal/Date	Controller

Expenditures

Directions: Complete an itemized list of expenditures. It is just an estimate for your budget. Draw more lines if you need more spaces.

Item	Quantity	Price	Grand Total

Potential Revenue

Ticket/Item/Purchase Price	Estimated Quantity Sold	Price for Each	Grand Total