

Fundraiser Request Form

Site _____

Request for Approval: Fund-Raising Event
Fiscal Year:

Requesting Club: _____ Date: _____

Club Advisor: _____

Proposed event: _____

Proposed Date(s) of Event: _____

Description/Purpose of fund-raiser: _____

Location of Proposed Activity: _____

Status of Event (circle one): New Event Held Previously (Years): _____

Budget Plan for Activity (Attach Description)

Other Background Information (such as other schools or clubs that have held similar events):

Club Representative: _____ Club Advisor: _____
Signature and Date Signature and Date

ASB Student Officer: _____ ASB Advisor: _____
Signature and Date Signature and Date

Principal: _____ Recorded in ASB Minutes on: _____
Signature and Date Date

District Governing Board: _____
Signature and Date

Reason for disapproval, if applicable: _____

Fund-Raising Budget versus Actual Statement

School: _____ Fiscal Year: _____

Club: _____

Activity: _____

EXPECTED REVENUE:	BUDGET	ACTUAL	DIFFERENCE
Sales quantity x Sales price	\$	\$	\$
OTHER REVENUE:	\$	\$	\$
Donations, Sales of ads, etc.	\$	\$	\$
TOTAL REVENUE (A)	\$	\$	\$
EXPECTED EXPENSES:			
Product quantity x Cost (per invoice)	\$	\$	\$
Freight	\$	\$	\$
Advertising	\$	\$	\$
Other (Supplies, Custodial, etc)	\$	\$	\$
TOTAL EXPENSES (B)	\$	\$	\$
OTHER:			
Items Given as Prizes (C)			
TOTAL PROFIT (A-B-C)			

Explanation of differences in projected sales _____