WEST HIGH SCHOOL ASSOCIATED STUDENT BODY

A.S.B. Fundraising/Activity Form

Compete Sections 1 through 3 prior to approval Fundraiser ☐ Activity ☐ Civic Permit#_____

Section 1: General Information Name of Activity/Event_____

Club/Team Requesting Funds: _____ Date Submitted: _____

Contact Person: _____ Phone Number: _____Person Supervising: _____

Activity Start Date: _____Activity End Date: _____

Describe Fundraiser or Activity: _____

_____

Location of Activity: _____Time: _____

_____ _____

Club/Team Student Signature Club advisor/Coach Signature

Section 2: Expenses

Vendor	Description of use (Example: Food Expenses)	Proposed	P.O. if needed

Section 3: Revenue Projection

Income: _____ $ 0.00 _____ = $ 0.00 _____

Projected Amount Sold @ $ Selling Price Projected Revenue

Expenses: _____ _____ = $ 0.00 _____

Projected Expenses @ $ Purchase Price Projected Expenses

Subtract projected expenses from projected revenue $ $ 0.00 _____

Section 4: Approval (Office Use Only)

Are funds available to cover expenses? Yes ☐ No ☐ _____ _____

Bookkeeper's Signature Date

☐ Your request has been approved. ☐ Your request has been denied. See the Director of Activities

_____ _____ _____ _____

ASB Treasurer Date Director of Student Activities Date

_____ _____ _____ _____

Athletic Director (required for Athletics) Date Principal Date

Section 5: (Office use only)

Purchase Order Number: #_____ Date issued: _____ Check #_____ Date Issued: _____

Special instructions: _____

Date - Meeting Minutes_____