WEST HIGH SCHOOL ASSOCIATED STUDENT BODY

A.S.B. Fundraising/Activity Form

Compete Sections 1 through 3 prior to approval

Fundraiser ☑ Activity ☐ Civic Permit# 1234567890

Section 1: General Information

Name of Activity/Event ACTIVITY TITLE

Club/Team Requesting Funds: CLUB NAME Date Submitted: WHEN?

Contact Person: CLUB ADIVSOR Phone Number: (555) 555-5555 Person Supervising: CLUB ADVISOR

Activity Start Date: WHEN? Activity End Date: WHEN?

Describe Fundraiser or Activity: DESCRIBE THE ACTIVITY / RESTATE ACTIVITY TITLE

Location of Activity: WHERE? WHS GYM? LOCAL PARK? Time: WHEN?

Club/Team Student Signature

Club advisor/Coach Signature

Section 2: Expenses

Vendor	Description of use (Example: Food Expenses)	Proposed	P.O. if needed
VENDOR NAME	FOOD PURCHASE	300.00	

Section 3: Revenue Projection

Income: _____ Projected Amount Sold × $ 0.00 @ $ Selling Price = $ 0.00 Projected Revenue

Expenses: _____ Projected Expenses × _____ @ $ Purchase Price = $ 0.00 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_____