



## ASB Club Event and/or Fundraising Approval Form (on & off campus)

Complete this form at least three weeks before your event. An event is qualified as ANYTHING the club is doing/hosting/participating in that goes beyond your weekly club meeting.

- Email the completed form to **Kinnereth Winegarner**
  - ASB and the Director of Activities meet to review event/fundraising requests on Fridays.
  - We will email your advisor & club member who submitted the form, informing you if your event has been approved or not.
- a. If approved, the email will indicate that the ASB bookkeeper should be contacted to request a cash box if needed. The cash box request should be done as soon as your event is approved.
  - b. If your event has not been approved, we will meet with you and your advisor to discuss possible alternative dates and/or gather additional information to determine when/if at all, your event can be accommodated.

All posters and promotions need to be approved by ASB and the ASB advisory before posting.

### **General Information**

Name of Club: \_\_\_\_\_ Date request submitted: mm/dd/yy

Name of Event/Fundraiser: \_\_\_\_\_

Advisor in Charge: \_\_\_\_\_ Student(s) in Charge: \_\_\_\_\_

Circle the response that applies:                  Free Event                  Fundraising Event

### **Event Details**

Proposed Date: mm/dd/yy                  Time: \_\_\_\_\_

Location proposed for the event: \_\_\_\_\_

Goal of Activity/Event:

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Plan for set-up and clean-up:

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Anticipated adults needed for this event:

Role	How many?
An administrator must be present	1
Custodian (any on-campus event)	1
Additional teachers supporting	
Chaperones (1 per 20 students)	
Other	

**Below Section Only Filled Out if You are Raising Funds**

Estimated Cost and Profit Projection

Items to be sold	X	Cost per item	Estimated revenue
		\$	\$
Items to be purchased (attach club budget)		Additional expenses	Estimated expense
		\$	\$
			Projected profit \$

Estimated Sales \$ - Estimated Expenses \$ = Projected profit: \$

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Approved by (ASB Advisor Approval):

Approved by (Principal Approval):