

Activity Request Form for Student Activities

Complete one form for each activity your class/club/organization is planning.

Today's Date _____ Class/Club/Organization making request: _____

ACTIVITY PLANNED: _____

Indicate one: ☐ FUND RAISING EVENT ☐ SERVICE PROJECT ☐ OTHER

ACTIVITY/SALE DATES: Begin _____ End _____ Completion Date _____ **Includes paying for expenses and depositing money**

The student officers and class advisor(s) of the above named Class/Club/Organization are requesting permission and understand the above activity and assume responsibility for its fiscal conduct in compliance with the Extraclassroom Activity procedures, regulations and policies of the Brunswick Central School District.

	INCOME DESCRIPTION	Projected	Actual	minus	Sales Tax	equals	Actual Income	TOTALS
1.	_____	\$ _____	\$ _____	-	\$ _____	=	\$ _____	} \$ _____
2.	_____	\$ _____	\$ _____	-	\$ _____	=	\$ _____	
3.	_____	\$ _____	\$ _____	-	\$ _____	=	\$ _____	
4.	_____	\$ _____	\$ _____	-	\$ _____	=	\$ _____	
5.	_____	\$ _____	\$ _____	-	\$ _____	=	\$ _____	
6.	_____	\$ _____	\$ _____	-	\$ _____	=	\$ _____	

TOTAL \$ _____

Actual Expenses

EXPENSE DESCRIPTION

1.	_____	\$ _____	} \$ _____
2.	_____	\$ _____	
3.	_____	\$ _____	
4.	_____	\$ _____	
5.	_____	\$ _____	
6.	_____	\$ _____	

TOTAL \$ _____

TOTAL OF ACTUAL PROFIT \$ _____

ESTIMATED TOTAL PROFIT \$ _____

Faculty Advisor _____ Date _____

Student Activity Treasurer _____ Date _____

Student Activity President _____ Date _____

Building Principal's Signature _____

☐ Approved ☐ Denied

Date _____

Actual Figures and Total Profit are due within one week of Completion Date.