

# Analy High School

Club

## Request for Fund-Raiser Approval

Fiscal Year: \_\_\_\_\_

*\*All fundraiser for ASB clubs must be approved by the Director of Student Activities prior to the Activity/Fundraiser.*

*To be approved, applications must be submitted at least 1 week prior to the requested date.*

Date this form is submitted: \_\_\_\_\_

**PROPOSED ACTIVITY:**

Name of activity or type of fund-raiser: \_\_\_\_\_  
\_\_\_\_\_

Location of activity: \_\_\_\_\_

Facilities needed: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

Date of activity: \_\_\_\_\_

First Choice: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Time of Activity: From \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Ticket Selling price: \$ \_\_\_\_\_

Cash Box/Tickets required? Yes No

Number of items purchased for sale \_\_\_\_\_ @ \$ \_\_\_\_\_ Total = \$ \_\_\_\_\_

ASB Purchase Order Required? Yes No

How much income anticipated? \$ \_\_\_\_\_

How much expense is anticipated? \$ \_\_\_\_\_

How will profit be used? \_\_\_\_\_

**Club Representative:** \_\_\_\_\_

*(Printed Name, Signature and Date)*

**Club Advisor:** \_\_\_\_\_

*(Printed Name, Signature and Date)*

Student Council Recommendation: Yes No (and reason) \_\_\_\_\_

**Student Council Representative:** \_\_\_\_\_

*(Printed Name, Signature and Date)*

**Student Activities Director:** \_\_\_\_\_

*(Printed Name, Signature and Date)*

# *Analy High School*

## \_\_\_\_\_ Club Fund-Raising Budget versus Actual Statement

Fiscal Year: \_\_\_\_\_

EXPECTED REVENUE:	BUDGET	ACTUAL	DIFFERENCE
Sales quantity x Sales price	\$	\$	\$
OTHER REVENUE:			
Donations, Sales of ads, etc.	\$	\$	\$
<b>TOTAL REVENUE (A)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>EXPENSES:</b>			
Product quantity x Cost (per invoice)	\$	\$	\$
OTHER EXPENSES:			
Freight	\$	\$	\$
Advertising	\$	\$	\$
Other	\$	\$	\$
<b>TOTAL EXPENSES (B)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OTHER: (C)</b>			
Items Donated or Given as Prizes – Quantity x Cost	\$	\$	\$
<b>TOTAL PROFIT (A-B-C)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Report prepared by: \_\_\_\_\_  
*(Signature, Title and Date)*

Club Advisor: \_\_\_\_\_  
*(Signature, Title and Date)*