

Petaluma High School

Request for Fundraiser Approval Including Revenue Projection

Date form completed: _____

**Note: Completed Fundraising Budget Plan versus Actual Statement form is due two weeks after close of activity / event fundraiser.*

Club Name: _____ Club Contact: _____

PROPOSED ACTIVITY & DATE:

Description of fundraiser: _____

Location of Proposed Activity: _____

Time of activity: _____

Status of Event (circle one): New Event Held Previously
Dates: _____

Budget section of the Budget vs Actual Statement* form completed?
 Yes (attach copy) No

Other background information (such as other schools / clubs that have held similar events):

Items to be sold: _____

Cash box / Tickets required? Yes No

Ticket selling price: _____

Number of items purchased for sale: _____ @ \$ _____ each = \$ _____

ASB Purchase Order(s) required? Yes No

How much income is anticipated? \$ _____

How much expense is anticipated? \$ _____

How will the profit be used? _____

Request for Fundraiser Approval Including Revenue Projection (cont)

SUBMITTED BY:

Student Club Rep (signature / date): _____

Club Advisor (signature / date): _____

ASB Recommendation: Yes No

APPROVALS:

ASB President (signature / date): _____

ASB Advisor (signature / date): _____

Principal/School Admin (signature / date): _____

Recorded in ASB Student Council Minutes on (date): _____

Reason for denial, if applicable: _____
