



Name of School: \_\_\_\_\_

Name of Club: \_\_\_\_\_

### Fundraising Activities Request

**Note: To be approved, applications must be submitted at least four (4) weeks prior to requested date. Applications must be approved by principal/school administrator prior to the activity/ fundraiser.**

Date Submitted: \_\_\_\_\_

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

#### PROPOSED ACTIVITY

Status of Activity: (check box)     New Fundraising Event     Held Previously (Year): \_\_\_\_\_

Fundraising Title: \_\_\_\_\_

Location of Proposed Activity: \_\_\_\_\_

Facilities Needed: \_\_\_\_\_

Proposed Date(s) of Fundraising Activity: \_\_\_\_\_

Time of Activity:            FROM \_\_\_\_\_ a. m. / p.m.            TO \_\_\_\_\_ a. m. / p.m.

Required?     Cash box     Tickets            Ticket selling price: \$ \_\_\_\_\_

REVENUE POTENTIAL		
Estimated Total Sales (Sales Price x # of Items)	Estimated Total Expenses (Cost, Shipping, Taxes, etc.)	Estimated Profit (Est. Sales – Est. Expenses)

\*\* If the fundraiser is a flat percent of items sold, please enter the sales percent: \_\_\_\_\_ %

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

Club Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

#### ASB USE ONLY

ASB Meeting Date: \_\_\_\_\_     APPROVED     DENIED

ASB President: \_\_\_\_\_ Date: \_\_\_\_\_

ASB Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Admin: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL CONTRACTS MUST BE SUBMITTED TO THE ASB ADVISOR FOR APPROVAL  
A FUNDRAISING ANALYSIS MUST BE SUBMITTED UPON COMPLETION OF THE FUNDRAISING ACTIVITY**



Name of School: \_\_\_\_\_

## Fundraising Activities Analysis

Date: \_\_\_\_\_

Club: \_\_\_\_\_

Fundraiser Name \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Items Being Sold: \_\_\_\_\_

Section "A"					
BEFORE THE ACTIVITY BEGINS, RECORD THE REVENUE POTENTIAL:					
<b>A</b>	Purchase Cost <small>(Cost of Items + Any Additional Costs)</small>				
<b>B</b>	# of Items Purchased				
<b>C</b>	Selling Price				
<b>D</b>	Potential Revenue (B x C)				

Section "B"				
DURING AND AFTER THE ACTIVITY, RECORD THE MONIES COLLECTED:				
Number of Items Sold	X	Sales Price	=	Revenue
	X		=	
	X		=	
	X		=	
	X		=	
<b>Total Sold:</b>			<b>E</b>	<b>Total:</b>

Section "C"				
AFTER THE ACTIVITY, COMPLETE THE FOLLOWING:				
Money Collected (E)	-	Potential Income <small>(Sum of D's)</small>	=	Revenue Variance
	-		=	
Explanation for Variance:	<hr/> <hr/> <hr/> <hr/>			
Net Profit Recap				
Money Collected (E)	-	Total Cost (A)	=	Net Profit
	-		=	