Request for Approval: Fundraising Event

Name of School:

Name of Club:

Request for Fundraiser Approval

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

Note: To be approved, applications must be submitted at least four (4) weeks before the fundraiser.

Applications must be approved by principal/school administrator before the activity/fundraiser.

Date this form is completed:

Proposed event:

Description of fundraiser:

Requesting Club/Organization(s):

Proposed Date(s) of Event:

Club Contact Person:

ASB or Club Advisor:

Location of Proposed Activity:

Status of Event (circle one): New Event Held Previously (Years): \_\_\_\_\_\_\_\_\_\_

Budget Plan for Activity (Attach Description)

Revenue Potential form completed? ❏ Yes ❏ No (attached form if completed)

Other Background Information (such as other schools or clubs that have held similar events):

Approval

Submitted and Approved by:

Student Club Representative:

Signature, Title and Date

Club Advisor:

Signature, Title and Date

Student Council Recommendation ❏ Yes ❏ No

Student Council Representative:

Signature, Title and Date

Principal/School Administrator or Designee Recommendation: ❏ Yes ❏ No

Approved by:

Principal/School Administrator:

Signature, Title and Date

ASB Student Council President:

Signature, Title and Date

Recorded in ASB Student Council Minutes on:

Date

Presented to District Office, if applicable, on:

Date

Reason for disapproval, if applicable: