

# ARROYO HIGH SCHOOL

## FUNDRAISER REQUEST FORM

Today's Date: \_\_\_\_\_ Requisition#: \_\_\_\_\_ *(an Activities Requisition form must accompany this request)*

Club/Sport Name: \_\_\_\_\_ Advisor/Coach: \_\_\_\_\_

Date to begin: \_\_\_\_\_ Date to end: \_\_\_\_\_ Status of Event: \_\_\_\_\_ New \_\_\_\_\_ Old

The following club/sport would like to get the approval of the ASB Commission to run the following fundraiser:

**Type of Fundraiser:** \_\_\_\_\_

**How will profit be used:** \_\_\_\_\_

### REVENUE POTENTIAL

Vendor: \_\_\_\_\_

# of Items to sell: \_\_\_\_\_ Selling Price per Item \$: \_\_\_\_\_

Estimated Expenses \$: \_\_\_\_\_ Estimated Profit \$: \_\_\_\_\_

Advisor/Coach Signature: \_\_\_\_\_

President/Captain Signature: \_\_\_\_\_

Advisor/Coach of conflicting event: \_\_\_\_\_

### ASB COMMISSION RECOMMENDATION

APPROVE

DISAPPROVE

POSTPONE

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

Asst. Principal, Student Affairs: \_\_\_\_\_

*FOR 2<sup>ND</sup> APPROVAL ONLY: Please indicate changes to this Fundraiser Request:*

ASB Meeting Date: \_\_\_\_\_ ASB President: \_\_\_\_\_ APSA: \_\_\_\_\_

# SALES ANALYSIS

Club/Sport Name: \_\_\_\_\_

Number of Items for sale: (A) \_\_\_\_\_

Selling Price per Item: (B)\$: \_\_\_\_\_

Potential Revenue (A x B) (C)\$: \_\_\_\_\_

Total deposit turned in: (D)\$: \_\_\_\_\_

Cash overage/shortage (C-D): (E)\$ \_\_\_\_\_

Total Expenses Receipts/Invoices: (F)\$: \_\_\_\_\_

**Profit/Loss: (D-F) \$: \_\_\_\_\_**

Explanation of Difference:

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