



PLHS REQUEST FOR FUND RAISING ACTIVITY

ASB CLUBS & SPORTS TEAMS

TODAY'S DATE: _____

CLUB NAME: _____ ACCOUNT #: _____

EVENT: _____

EVENT DATE(S): _____

PLACE: _____

TIME(S): _____

PURPOSE: _____

OF TABLES NEEDED: _____ # OF CHAIRS NEEDED: _____

STUDENT REPRESENTATIVE: _____ 4TH PER. CLASSROOM _____

STUDENT EMAIL: _____

CLUB ADVISOR: _____

By signing this form, our club hereby requests permission to hold the aforementioned event, assures that the proceeds will be handled in accordance with all rules for student body funds in San Diego City Schools, and that Procedure 4925 and regulations governing commercial entertainment have been fully observed.

STUDENT SIGNATURE: _____

ADVISOR SIGNATURE: _____

APPROVALS

FINANCIAL OFFICE: _____	ASB CABINET: _____
INITIALS _____ DATE _____	INITIALS _____ DATE _____
PRINCIPAL: _____	ASB ADVISOR: _____
INITIALS _____ DATE _____	INITIALS _____ DATE _____

REMARKS: _____

REVENUE POTENTIAL ANALYSIS

DESCRIPTION OF ITEMS SOLD: _____

	<u>ITEM 1</u>	<u>ITEM 2</u>
1. PURCHASE PRICE PER ITEM:	\$ _____	\$ _____
2. NUMBER OF ITEMS PURCHASED/RECEIVED:	_____	_____
3. TOTAL COST (MULTIPLY LINE 1 AND LINE 2):	\$ _____	\$ _____
4. NUMBER OF ITEMS DAMAGED/GIVEN AWAY/NOT SOLD:	_____	_____
5. NUMBER OF ITEMS SOLD (SUBTRACT LINE 4 FROM LINE 2):	_____	_____
6. SELLING PRICE PER ITEM:	\$ _____	\$ _____
7. PROJECTED SALES (MULTIPLY LINE 6 AND LINE 5):	\$ _____	\$ _____
8. PROJECTED PROFIT (SUBTRACT LINE 3 FROM LINE 7)	\$ _____	\$ _____
9. ACTUAL PROFIT = TOTAL AMOUNT DEPOSITED TO CLUB ACCOUNT:	\$ _____	\$ _____
10. DIFFERENCE = SUBTRACT LINE 8 FROM LINE 9:	\$ _____	\$ _____

EXPLANATION OF THE DIFFERENCE (IF ANY):

NOTE: YOU MAY NOT START FUNDRAISING UNTIL YOU GET A COPY OF THIS FORM BACK WITH THE FINAL APPROVAL. ANY UNAPPROVED FUNDRAISING EVENTS ARE SUBJECT TO HAVING ALL SUPPLIES AND MONIES CONFISCATED BY THE ASB PURSUANT TO SCHOOL AND DISTRICT POLICY. **NO REQUEST FOR FUNDRAISING WILL BE ACCEPTED WITHOUT A MINIMUM OF TWO WEEKS NOTICE FROM THE PROPOSED DATE OF THE FUNDRAISER.**