

Request for Fundraiser Approval

One Proposed Fund Raiser per form

For ASB use only

Log # _____

Complete section A and submit to ASB for approval. **You must attach the club meeting minutes that indicate your club/organization approved this proposed fund raiser.** Your club advisor will be notified via email after ASB has addressed it in a formal meeting.

Section A- For club requesting fund raiser to complete

Today's Date: _____ Requesting Club/Organization: _____

Proposed Fundraiser Name: _____

Description of Fundraiser: _____

Date(s) of Proposed Fund Raiser: _____

What is being sold? _____

For how much? _____

Location of Proposed Fund Raiser: _____

Has this club/organization run this Proposed Fund Raiser previously? No Yes If yes, when? _____

Advisor Signature: _____ Date: _____

Student Representative Signature: _____ Date: _____

NOTE: REVENUE ANALYSIS IS DUE TWO WEEKS AFTER CLOSE OF FUNDRAISER

Section B - For ASB use only

Date ASB addressed Proposed Fundraiser: _____

ASB's Recommendation: ___Yes ___No ___modify and resubmit

Rationale/suggested modification(s):

Activities Director signature: _____ Date: _____

ASB Student Representative Signature: _____ Date: _____

Email notifications sent: ___Advisor ___District Office ___Switchboard

Entered on Fundraising Log: _____ (date)