

Del Mar High School

Request for Approval of Fundraising Event

ED Code: The ASB must pre-approve in writing every fundraiser that involves the school, students, or organizations (ON or OFF campus, during school days or summer).

CONSEQUENCE: Unapproved fundraisers will forfeit 100% of their profit.

Today's Date: \_\_\_\_\_

Requesting Organization (e.g. Class of 2013): \_\_\_\_\_

Nature of Activity (i.e. Shirt Sales) \_\_\_\_\_

Proceeds from Fundraiser will go toward: \_\_\_\_\_

\_\_\_\_\_ Finances will run through student store. Remember, if finances are not run through the student store, back-up paperwork and a deposit MUST BE submitted. If costs associated need to be reimbursed, no cash can be taken out of the box for expenses.

\_\_\_\_\_ We will need to borrow a cash box for this event.

Admission charged (if any) \_\_\_\_\_ How much will items be sold for? \_\_\_\_\_

Financial Plan

Estimated Gross Income: \_\_\_\_\_

Estimated Expenses: \_\_\_\_\_

Anticipated New Profit: \_\_\_\_\_

Signatures: Without these signatures, your event will not be considered. By signing this document, you agree that this event:

- 1. Is documented in your organization's minutes for Clubs and Parent Organizations (Attach )
2. Is within your organization's budget. THIS IS A MUST NO EXCEPTIONS!

Organization President/ Capitan: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Coach / Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director (for all athletic fundraising): \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by ASB

\_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

Comments:

ASB Vice President: \_\_\_\_\_

ASB Treasurer: \_\_\_\_\_

ASB Director: \_\_\_\_\_

Fundraiser Request Approval Number: \_\_\_\_\_