

## FUNDRAISING APPLICATION

### Introduction:

Any activity that brings money in to support a program, from snack bars to media ads to golf tournaments, is considered a fundraiser and must be pre-approved by ASB. ASB will review the fundraising calendar to avoid conflict in timing or type of fundraiser and determine the appropriateness of any fundraising activity.

### Procedures:

#### A. Complete the Fundraising Application

1. Fundraisers are only approved during the ASB Formal Meeting on Thursdays during 4th period
2. You must complete the first page and the Revenue Potential in the Fundraising App.
3. For ASB Clubs – You should also open a PO at this time for any expenses related to your fundraising activity
4. All organizations will be notified as to approved status or reasons for non-approval via email following the formal meeting
5. Examples of allowed fundraisers
  - o Athletic events
  - o Concession sales
  - o Entertainment
  - o Advertising
  - o Publications
  - o \*Limited Food Sales
  - o Donations
  - o Silent Auctions
  - o \*\*Pre-numbered tickets with proper ticket accounting should be used for all entry type events
6. May not allow:
  - o Raffles or games of chance

It is possible for a private, nondistrict, non-ASB nonprofit group such as a parent group, education foundation or booster club to conduct raffles as long as the organization is a tax-exempt nonprofit organization with an approved tax identification number pursuant to IRS code 23701d. Reference FCMAT for details and requirements.

- o Activities that pose liability, safety or risk concerns
  - o Mechanical or animal rides
  - o Objects thrown at people
  - o Dunk tanks
7. Upon completion of the fundraiser for ASB Clubs only
    - a. Complete the Revenue Potential/Fundraising Budget Versus Actual Statement (in the Fundraising Application and return to ASB
    - b. Deposit ALL funds collected to the ASB account immediately following your event, either in person or by depositing into the Activities Drop Safe
      - i. Expenses cannot be paid directly from fundraising proceeds. All funds must be deposited and expenses paid based on prior approved PO
  8. ASB will review the Revenue Potential/Fundraising Budget Versus Actual Statement in the Formal Meeting Minutes and file with Administrative Acknowledgement with the Fundraising Application

**SAN CLEMENTE HIGH SCHOOL  
APPLICATION FOR A FUNDRAISING EVENT**

*TO BE COMPLETED AND SIGNED BY CLUB PRESIDENT AND ADVISOR*



Date: \_\_\_\_\_

Proposed Event: \_\_\_\_\_

Description: \_\_\_\_\_

Requesting Club / Organization: \_\_\_\_\_

Proposed Date(s) of Event: \_\_\_\_\_

Location of Proposed Activity: \_\_\_\_\_

Status of Event (check one): New \_\_\_\_\_ Held Previously \_\_\_\_\_ Year \_\_\_\_\_

Budget Plan for Activity Completed and Attached Yes

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

Club Representative Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Club Advisor Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Funds to be deposited to : ASB      Boosters      Other

Is this a raffle or game of Chance? Please provide proof of registration with District Attorney.

Student Council Recommendation (check) Yes \_\_\_\_\_ No \_\_\_\_\_

Student Council Representative Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Recommendation (check) Yes \_\_\_\_\_ No \_\_\_\_\_

Administrator Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REVENUE POTENTIAL TO BE COMPLETED AT TIME OF REQUEST**

ITEM OR ITEMS TO BE SOLD	ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5
SALE PRICE					
YOUR COST \$					
NET INCOME \$					
NUMBER OF ITEMS YOU EXPECT TO SELL					
NUMBER OF ITEMS YOU EXPECT TO GIVE AWAY					
TOTAL PROSPECTED EARNINGS \$					

## Revenue Potential (Fundraising Budget versus Actual Statement)

Name of School: \_\_\_\_\_

Name of Club: \_\_\_\_\_

### Revenue Potential/Fundraising Budget versus Actual Statement

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

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

<b>EXPECTED REVENUE:</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>DIFFERENCE</b>
Sales quantity x Sales price	\$	\$	\$
<b>OTHER REVENUE:</b>			
Donations, Sales of ads, etc.	\$	\$	\$
<b>TOTAL REVENUE (A)</b>	\$	\$	\$
<b>EXPENSES:</b>			
Product quantity x Cost (per invoice)	\$	\$	\$
<b>OTHER EXPENSES:</b>			
Freight	\$	\$	\$
Advertising	\$	\$	\$
Other	\$	\$	\$
<b>TOTAL EXPENSES (B)</b>	\$	\$	\$

<b>OTHER: (C)</b>			
Items Donated or Given as Prizes – Quantity x Cost	\$	\$	\$
<b>TOTAL PROFIT (A-B-C)</b>	\$	\$	\$

Submitted and Approved by:

Student Club Representative: \_\_\_\_\_  
Signature, Title and Date

Club Advisor: \_\_\_\_\_  
Signature, Title and Date

Principal/School Administrator: \_\_\_\_\_  
Signature, Title and Date

Recorded in ASB Student Council Minutes on: \_\_\_\_\_  
Date