

La Jolla HIGH SCHOOL REQUEST FOR FUND-RAISING ACTIVITY

Please plan accordingly and submit form 4 weeks in advance.

PROCEDURE:	Check when Completed
1. Requester obtains approval from Cafeteria Manager, if food is intended. _____	_____
2. Requester submits form to ASB for approval.	_____
3. ASB approves in formal meeting (indicate date below and attach Minutes).	_____
4. ASB obtains final approval from principal/designee.	_____
5. ASB records fund-raiser on master calendar after all levels of approval are final.*	_____
6. ASB distributes approved form: Original - Finance Office Copy – ASB and Sponsor	_____

(Note: Fund-raiser is NOT approved until all parties receive a copy of the final approved form.*)

FUND-RAISER INFORMATION

Name of Club/Organization: _____

Club Advisor name/Sponsor of Organization: _____

School Year: _____

Type of Activity: (be specific): _____

Purpose of Activity: _____

DESCRIPTION OF ITEMS TO BE SOLD: _____

Date of Activity: _____ (1st Choice) _____ Approved Disapproved

(2nd Choice) _____ Approved Disapproved

End of Activity: _____

Time of Activity: _____

Location: _____

How much expense is anticipated? _____

How much income is anticipated? _____

Date form submitted: _____

Please print your Name, Sign, and Date:

Club Advisor Signature _____

Club President Signature _____

Treasurer's Signature _____

<p>APPROVALS:</p> <p>_____</p> <p>ASB Advisor Signature</p> <p>_____</p> <p>Date Approved in ASB Minutes</p> <p>_____</p> <p>Principal or Designee's Signature</p>
