

# Vanden High School

Associated Student Body

## ACTIVITY/FUNDRAISER REQUEST

ACTIVITY/FUNDRAISER REQUEST: ORANGE

1. THIS IS **NOT** A PRE-APPROVAL TO SPEND MONEY.
2. Fill this out in **BLUE** or **BLACK** ink.
3. **If money is to be collected Activity/Fundraiser must be approved by principal FIRST.**
4. Submit a BLUE sheet to request a pre-approval to spend money.
5. All ORANGE sheets MUST be accompanied by a BLUE sheet if money is to be spent for the activity or the fundraiser.
6. **\*ALL fundraisers will be DENIED if a pink REVENUE/EXPENSES FORM is not attached to this Fundraiser Request.**
7. If you are collecting money you must submit a cash box form. (Fees or Sales = yellow) (# Tickets = pink)
8. **Advisor is responsible for all fundraiser monies. Not Parent Volunteers. All money and invoice materials need to go through the advisor and ASB processes. Any questions should be directed to ASB clerk and/or the Activities Director.**

1. **Name of Organization:** \_\_\_\_\_ **Account #** \_\_\_\_\_

2. **Check one and explain:** If you are collecting money, selling items or tickets, you must submit a cash box form.

Fundraiser (PA? R/E? CB?)\*

Collection of Fees (CB?)\*

Activity/Event (PA? CB?)\*

Charter New Club: (must

attach **Club Constitution** and **this year's Budget** along with **Requisition** Request for an ASB account #)

Description of Event or Fundraiser : \_\_\_\_\_

Ticket Prices: Student: \_\_\_\_\_ Adult: \_\_\_\_\_ Other: \_\_\_\_\_

and/or Items sold: \_\_\_\_\_

Price Range: \_\_\_\_\_

3. **Tentative Date(s):** \_\_\_\_\_ **Alternative Date(s):** \_\_\_\_\_

4. **Circle Location:**

\*Note: **Facility** must be requested and approved by school and district administration

\* Stadium

\*Concessions (stadium)

\*James Boyd Gym

\*Concessions (gym)

\*Little Theater

\*Shubin

\*Stage

\*Classroom \_\_\_\_\_

Other: \_\_\_\_\_

5. **Time:** \_\_\_\_\_ am/pm - TO- \_\_\_\_\_ am/pm

6. **Is this activity open to the general public?**

Yes

No

7. **Will there be performers or speakers from outside of Vanden?**

Yes

No

**\*\*if you answer Yes to #6 or #7, see administration before submitting this form to ASB\*\***

**Approved by:**

**Filled out by:** \_\_\_\_\_

\*Advisors **must be present** at all activities and fundraisers\*

Please print

\_\_\_\_\_  
\*Staff Advisor

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

\_\_\_\_\_  
ASB/Asst. Treasurer

Date ASB Approved: \_\_\_\_\_

\_\_\_\_\_  
ASB President

Date ASB Denied: \_\_\_\_\_

\_\_\_\_\_  
Director of Student Activities

***If money is to be collected this must be approved by the Principal FIRST!!!***

\_\_\_\_\_  
Administrator

**\*(PA = Pre-Approval; CB = Cashbox Request; R/E = Revenue/Expense form)**