



FUNDRAISER REQUEST FORM

This form must be **FULLY COMPLETED** and submitted to Student Government for approval **BEFORE** any fundraiser is held (per Education Code Section 48932). Submit at least 4-6 weeks in advance of your fundraiser for proper approval & signature process. Any funds raised must be deposited with the Account Clerk within 48 hours after the end of the fundraiser. Upon completion of the fundraiser, complete the revenue analysis sections and return to the Account Clerk

Club/Organization: _____ Date: _____

Advisor: _____ Club/Organization President: _____

Name of Fundraiser/Activity: _____

Pre-sale Dates, if any: from _____ to _____ Actual Dates: from _____ to _____

Location: _____ Time: Lunch ___ Afterschool ___ Other time: _____

What is the money raised going to be used for?

→ Please note: The [Westmoor Activities Request Form](#) must be completed online for all events (performances, etc.) involving fundraising in addition to this form. ←←

P.O. Request Form must be submitted to Student Government for approval **BEFORE** any items or services are purchased or ordered for this fundraiser or activity.

Club Approval

Club Officer Signature Date Advisor Signature Date

STUDENT GOVERNMENT ACTION

_____ Approved _____ Disapproved _____ Tabled

Reason for disapproved or tabled action: _____

ASB Officer Signature Date Activities Director Signature Date

REVENUE ANALYSIS – for fundraisers only

THIS SIDE MUST BE FULLY COMPLETED WHEN SUBMITTING FOR ASB APPROVAL.				UPDATE THIS SIDE WHEN FUNDRAISER IS COMPLETED		
PROJECTED INCOME				ACTUAL INCOME		
Items to be sold	Estimated Quantity	Selling Price	Est. Income (Qty x Price)	Actual Quantity	Selling Price	Actual Income (Qty x Price)
<i>Example: T-Shirts</i>	<i>50</i>	<i>\$10/Shirt</i>	<i>\$500</i>	<i>40</i>	<i>\$10/Shirt</i>	<i>\$400</i>
TOTAL PROJECTED INCOME				TOTAL ACTUAL INCOME		
PROJECTED EXPENSES				ACTUAL EXPENSES		
Items purchased	Estimated Quantity	Cost	Est. Expenses (Qty x Cost)	Actual Quantity	Actual Cost	Actual Expenses
<i>Example: T-Shirts</i>	<i>50</i>	<i>\$7/Shirt</i>	<i>\$350</i>	<i>50</i>	<i>\$7.50</i>	<i>\$375</i>
TOTAL PROJECTED EXPENSES				TOTAL ACTUAL EXPENSES		
PROJECTED PROFIT				ACTUAL PROFIT		
TOTAL PROJECTED PROFIT (INCOME MINUS EXPENSES)				TOTAL ACTUAL PROFIT or LOSS		

Completed Revenue Analysis Submitted by (**SIGN AFTER FUNDRAISER IS COMPLETED**):

 Club Officer Signature Date Advisor Signature Date

Verified by: _____
 ASB Officer Signature Date Activities Director Signature Date