

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

## FUNDRAISER / EVENT REQUEST FORM

**REGULATIONS:**

1. Fundraisers or Events must be submitted 2 weeks in advance to the activities office. Approval is based on event history and first come-first serve basis.
2. If using FVHS campus, please verify facility availability with Activities Secretary before submitting form.
3. Each group requesting food or beverage sales must conform to the guidelines put in place by the District Office and in accordance with USDA California Department of Education Nutrition Program. Click here for more information: [HBUHSD Food Policy](#)
4. After ASB approves your fundraiser / event, the advisor will be informed via email if: approved, denied or tabled pending additional information.
5. Fundraiser / Event will be put on shared calendar.
6. Please submit request for student body expenditure if necessary and appropriate documents. You can find the form here: (<http://www.baronactivities.com/forms.html>)
7. If your request is for a fundraiser please come by the finance office to deposit money within 24 hours of receipt, but no longer than 72 hours after final sales.

EVENT       FUNDRAISER

Contact Name: \_\_\_\_\_ Advisor Name: \_\_\_\_\_

Group Name: \_\_\_\_\_ Date /Time of Event: \_\_\_\_\_

Email for Contact: \_\_\_\_\_ Location of Event: \_\_\_\_\_

**FUNDRAISER / EVENT: (Explain completely and attach relevant materials)**

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

FVHS Facility location verified and reserved with Activities Secretary?    Yes     No     N/A

Revenue Potential Completed (If Fundraiser only – see back of sheet)    Yes     No     N/A

\_\_\_\_\_  
Student Organization Representation / Officer

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

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Advisor / Coach / Staff Member

\_\_\_\_\_  
Assistant Principal of Activities / ASB

# FUNDRAISER REVENUE POTENTIAL

**To be completed before submitting form:**

<b>EXPECTED INCOME</b>	<b>BUDGET</b>
Quantity x sales price	
Other Income	
<b>Total Income</b>	
<b>EXPECTED EXPENSES</b>	<b>BUDGET</b>
Quantity x Cost	
Other Expenses	
<b>Total Expenses</b>	

**Potential Profit: \$** \_\_\_\_\_

(Budget total income – budget total expenses = potential profit)

**To be completed after event:**

<b>ACTUAL INCOME</b>	<b>BUDGET</b>
Quantity x sales price	
Other Income	
<b>Total Income</b>	
<b>ACTUAL EXPENSES</b>	<b>BUDGET</b>
Quantity x Cost	
Other Expenses	
<b>Total Expenses</b>	

**Actual Profit: \$** \_\_\_\_\_

(Actual total income – actual total expenses = actual profit)