

Santa Ana Unified School District
GODINEZ FUNDAMENTAL HIGH SCHOOL
Club Fundraising Request Form

All student fundraising activities must be processed through ASB cabinet prior to submission to administration. This form should be submitted a minimum of three weeks before the proposed activity.

Date Submitted: _____ Fundraiser Name: _____

Club Name: _____ Advisor : _____

Dates of Sales : From: _____ To: _____ Selling Price \$ _____

Description of fundraiser, if planning to sell items please list items being sold:

How will items be purchased?

- | | |
|---|---|
| <input type="checkbox"/> Purchase Order | Funds Request Form must be approved by ASB if being purchased by Purchase Order(s), or Reimbursement(s). The Funds Request form must be complete prior to purchasing any items required for fundraiser. |
| <input type="checkbox"/> Reimbursements | |
| <input type="checkbox"/> Donation | |

Reminder: Revenue Potential/Fundraising Recap Form must be filled out after all sales are completed.

Student Club Rep. Signature: _____ Date: _____

Club Advisor Signature: _____ Date: _____

ASB OFFICE USE ONLY

- APPROVED**

NOT APPROVED Reason(s) for denial:

DATE TO BE RECORDED ON MINUTES _____

Student Council Signature: _____ Date: _____

Activities Director Signature: _____ Date: _____