

**DATE REQUEST**  
**El Segundo High School**  
**Request for Approval: Fund Raising Event**

Date \_\_\_\_\_

Proposed Event \_\_\_\_\_

New       Held Previously

Description \_\_\_\_\_

Requesting Club/Organization \_\_\_\_\_

Proposed Dates of Event \_\_\_\_\_

Location of Proposed Activity \_\_\_\_\_

Budget Plan for Activity (Attach Description)

\*\*\*Any misrepresentation or failure to comply with the rules governing this Date Request on the part of the organization may result in the immediate confiscation of all funds raised and may also result in the suspension of fund-raising privileges under the jurisdiction of ESHS ASB.

All money raised must be turned into the Activities Office daily. Submit receipts for reimbursements, if any. **DO NOT PAYEXPENSES WITH CASH FROM THIS FUND RAISER.\*\*\***

Club Representative \_\_\_\_\_

Club Advisor \_\_\_\_\_

Student Council Recommendation       **yes**       **no**

Student Council Representative \_\_\_\_\_

Principal or Designee Action       **yes**       **no**

Principal or Designee \_\_\_\_\_

**Revenue Potential**

	Expected	Actual	Difference
REVENUE: SALES (Quantity x Sales Price)			
OTHER REVENUE: Donations, Ad Sales, etc...			
<b>TOTAL REVENUE (A)</b>			
EXPENSES: PRODUCT COSTS (Quantity x Cost)			
OTHER COSTS: Freight, Advertising, etc...			
<b>TOTAL EXPENSES (B)</b>			
MISCELLANEOUS COSTS: Items Donated or Given as Prizes			
ITEMS UNSOLD (Quantity x Cost)			
<b>TOTAL OTHER COSTS (C)</b>			
<b>TOTAL PROFIT (A-B-C)</b>			