

Orland High School

Request for Fund-Raiser Application

All fundraiser applications must be submitted at least four (4) weeks prior to requested date. Applications must be fully completed. Incomplete applications will be returned. This form must have 4 required signatures for the fundraiser to be approved.

Fiscal Year: 2012-13

Date this form was completed: _____

Title of proposed event: _____

Description of fund-raiser: _____

Requesting Club/Organization(s): _____

❖ **Club Advisor Approval:** _____

Signature

Date

Date(s) of activity: _____ Alternate date(s): _____

Time of activity: From _____ a.m./p.m. To: _____ a.m./p.m.

Location of activity: _____

Facilities needed: _____

❖ **Site Secretary Approval:** _____

Signature

Date

Item(s) to be sold: _____

Ticket selling price: \$ _____

Cash box required? Yes or No

Tickets required? Yes or No

ASB purchase order required? Yes or No

Number of items purchased for sale: _____ @ \$ _____ each = \$ _____

How much income is anticipated? \$ _____ How much expense is anticipated? \$ _____

❖ **ASB Secretary Approval:** _____

Signature

Date

Other Fundraising Event Information

On Site Adult Supervisor for Event: _____

Supervisor contact number: Home-_____ Cell-_____

Email-_____

All fundraising supervisors must be cleared through the district's volunteer process. This includes being fingerprinted through the county office. Orland High School and OUSD put student safety first and supervisors must be cleared prior to this event being approved.

Status of Event (circle one): New Event Held Previously (Years): _____

Budget Plan for Activity: (Attach Description)

Other Background Information (such as other schools or clubs that have held similar events):

❖ **Administrator Review:** _____

Signature

Date

Administrator Approval (circle one) Yes No

Reason for disapproval, if applicable: _____

Date presented to Student Council: _____

Student Council Approval (circle one) Yes No

Student Council Representative: _____

Signature, Title

Date