



SANTA MARIA HIGH SCHOOL



ASB FUNDRAISING/ACTIVITY PETITION

All fund-raising and / or activities, whether on or off campus, must be approved through ASB before activity is to begin. This procedure will help avoid scheduling conflicts between groups requesting activities.

Petition must be turned in at least 2 weeks prior to activity date requested to be eligible for approval.

Please use one petition form per fundraiser or activity. Please attach any fliers or catalogs to this form.

NO FUND-RAISING ITEMS CAN BE ORDERED WITHOUT A PURCHASE ORDER. PO'S ARE ISSUED FROM THE ASB BUSINESS OFFICE.

Today's Date _____ Sport/Club: _____

Coach/Advisor's Name: _____ Signature: _____

Team /Club Member Signature: _____ What are you requesting? Fundraiser Activity

Specific Location of Sale (ex. room #, cafeteria, Albertsons) _____ On Campus Off Campus

Potential Webstore Sale? Yes No *(This is not guaranteed. Please confirm set up with Business Office)*

Cash Box? Yes No Start up amount needed \$ _____ *(Please request cash box one week in advance of fundraiser)*

Name of Fundraiser/Activity _____

Event / Activity Date: _____ Alternate Date: _____

Sale Dates: _____ *Note: Please set a deadline that will allow enough time for the Business Office to process paperwork (order forms, lists, checks)*

| Item To Be Sold | Price Paid For Merchandise | Sale Price | Approx # To Be Sold | Expected Amount To Be Raised |
|-----------------|----------------------------|------------|---------------------|------------------------------|
| | | | | |
| | | | | |

Purpose of Fundraiser or Activity: _____

DO NOT WRITE BELOW THIS LINE • FOR ASB USE ONLY

Date petition received by ASB: _____

ASB approved _____ for _____

ASB denied _____ Reason for denial: _____

SIGNATURES

ASB Officer: _____ Date: _____

Activities Director: _____ Date: _____

Administrator: _____ Date: _____

Distribution: Original to ASB file, 1 copy to Originator, 1 copy to ASB Bookkeeper

Incomplete paperwork will immediately be denied and returned