



**Nine Mile Falls School Dist. Associated Student Body
Project Proposal for Fundraising**



Successful activities and fundraisers require coordination and advanced planning. In addition, any activity or fundraiser occurring during an ASB sponsored event or game requires express permission from the Executive ASB Officers. Please submit this form to the school business office at least two weeks prior to the requested event.

Name of Group: _____ Advisor: _____ Today's Date: _____

Activity: _____

Date(s): _____ Time: _____ Facilities Needed: _____

Briefly Describe This Activity/Event (attach add'l sheet if necessary): _____

How Will You Publicize This Event (if applicable)? _____

- ☐ Check Here and Complete Dance Section Below If This is a Dance.
- ☐ Check Here and Complete Back Page If This Is A Fundraiser. Please meet with the school business office to set up the cash handling and inventory strategies.

Any activity involving cash or inventory requires a meeting with the School Business Office:

Date of Meeting: _____ Business Office Signature: _____

SIGNATURES:

Student Representative Date

Faculty/Advisor/Coach Date

ASB Approval Date

Activities Coordinator Date

- ☐ Approved
- ☐ Not Approved

DANCE INFORMATION:

DJ: _____ Tickets Required? _____

Chaperones (6 req'd):	Set Up Crew	Clean Up Crew:

Budget:

Revenue:

Total Revenue:

Expenses:

Total Expenses:

Profit (Revenue – Expenses):

Can you return merchandise for a refund if unsold (if applicable)? _____

What will profits be used for? _____
_____**Items Needed From Business Office:**

- ☐ Purchase Order
- ☐ Cash Box
- ☐ Pre-numbered Tickets
- ☐ Other _____

Inventory Control (if applicable):Describe how merchandise will be stored, distributed, and tracked (attach add'l if necessary): _____

_____**Cash Control (if applicable):**Describe how cash will be safeguarded, handled, and stored (attach add'l if necessary): _____

- ☐ Plan Approved by Business Office Signature; _____