

FUND RAISING STUDENT ACTIVITY REQUEST FORM
 Complete one form for each activity planned even if you are not fund raising.

Class/Club making request: _____ Today's date: _____

The above group is requesting permission to conduct the following activity in compliance with the Extracurricular Activity procedures, regulations and policies of the Brunswick Central School District. All receipts and disbursements of funds will be made in accordance with the Brunswick Central School District procedures, regulations and policies.

ACTIVITY PLANNED: _____

Indicate one: _____ FUND RAISING EVENT _____ SERVICE PROJECT _____ OTHER

ACTIVITY/SALE DATES: Begin _____ End _____

ANTICIPATED COMPLETION DATE _____

Date that the activity will be completed, including deposits and payment orders.

	Description	Projected (Prior to Activity)	Actual (After the Activity)
Income	1. _____	\$ _____	\$ _____
(dance	2. _____	\$ _____	\$ _____
admission	3. _____	\$ _____	\$ _____
food, etc)	4. _____	\$ _____	\$ _____
	5. _____	\$ _____	\$ _____
	6. _____	\$ _____	\$ _____
Expenses	1. _____	\$ _____	\$ _____
(costs-	2. _____	\$ _____	\$ _____
DJ,	3. _____	\$ _____	\$ _____
security,	4. _____	\$ _____	\$ _____
food ,	5. _____	\$ _____	\$ _____
etc.)	6. _____	\$ _____	\$ _____
		Sales Tax	\$ _____
Club is responsible for filling out Actual figures and returning to Central Treasurer.	Profit	\$ _____	\$ _____

The student officers of the above named Class/Club/Organization understand the above activity and assume responsibility for its fiscal conduct.

Faculty Advisor _____ Date _____

Student Activity Treasurer _____ Date _____

Student Activity President _____ Date _____

_____ Approved _____ Denied **Building Principal's Signature** _____ Date _____

Returned on _____ to Advisor to fill out Actual (After) figures.