

# Franklin High School FUNDRAISING REQUEST FORM

**ASB FUNDRAISER**   
(Funds to deposit to Associated Student Body)

**BOOSTER FUNDRAISER**  **(One must be checked)**  
(Funds deposited to Booster Club Account)

Date: \_\_\_\_\_

Group/Club: \_\_\_\_\_

Advisor Name:	
Purpose of Event:	
Purposed start date:	Purposed end date:
Type of Fundraiser:	
Location/Address of fundraiser	
What items or services will be purchased with these funds?	
How many students will benefit from this fundraiser? _____ Responsibility of each student (Example: student will sell 48 candy bars)	
List the names of Club Officers to approve expenditures	

**FUNDRAISER CHECKLIST:**

- |  |                          |
|--|--------------------------|
| 1. Request form approved   | <input type="checkbox"/> |
| 2. Establish an ASB account and procedure with School Controller                                   | <input type="checkbox"/> |
| 3. Turn in all money to the School Site Controller to be placed in the safe at the end of the day. | <input type="checkbox"/> |
| 4. If CAR WASH, you must attach an approval letter from property owner.                            | <input type="checkbox"/> |
| 5. Copy of all flyers/information attached.  | <input type="checkbox"/> |
| 6.   | <input type="checkbox"/> |

**Cost/Profit Estimates**

1.	Selling price per individual item	\$
2.	Upfront cost per individual item	\$
3.	Estimated profit per item (subtract 2 from 1)	\$
4.	Estimated number of items to be sold	
5.	<b>Total estimated fundraiser profit (multiply 3 x 4)</b>	<b>\$</b>

Were any items donated? If so, please list below.

Item	Donation made by:

Approved by: _____ Principal	Date: _____
Approved by: _____ Athletic Director	Date: _____
Approved by: _____ Activities Director	Date: _____
Approved by: _____	Date: _____

Booster Board Approval

**THIS FORM MUST BE SUBMITTED to School Site controller 30 days prior to the fundraising event.  
I understand the above procedures and agree to follow the guidelines as prescribed by these instructions**

\_\_\_\_\_  
Advisor Signature \_\_\_\_\_  
Date