



Poway High School

ASB FUNDRAISER / ACTIVITY FORM

2018-19

In order to have a successful activity and/or fundraiser, it is imperative that you adhere to the following procedures. Failure to do so will cause your ASB account to be frozen with any unapproved funds transferring back to the ASB General Account.

1. All teams and clubs **must have approval from the ASB office 14 days prior** to your activity or fundraiser. This is mandatory for both on and off campus fundraisers. All monies **must be turned into the finance office** in a timely manner. The funds will go into your club's ASB account. Advisors, **DO NOT KEEP FUNDS IN YOUR CLASSROOM.**
2. The PHS logo, font, specs, and colors **must be specifically adhered to** when ordering clothing or personalized items.
3. Each group is only allowed **10 school days** in which to sell items on campus. Off campus fundraisers are unlimited but still must be approved.
4. No two groups will be approved to have a similar "on or off campus" fundraisers on the same day.
5. All food sales must be CA State compliant and approved by ASB & FSN. And in accordance to the new district and state policies sales cannot happen during regular school hours (They may be approved for ½ hour after the school day ends).
6. If material items are sold clubs/teams must complete Revenue Projection Form.

Club/Team/Organization Name: _____

Club President: _____ email: _____

Phone Number: _____ Club Advisor: _____

Name of Activity / Fundraiser _____

Date (s): _____ Event Begins at _____ am / pm and ends at _____ am / pm

Location:

- On Campus Facility: _____ (After school hours submit custodial request form or facilities request PUSD FAC-28B)
- Off Campus Facility: _____

Description:

- Activity: _____
- Fundraiser: _____
 - Submit Cash Box Request in Finance if needed

Date Submitted: _____ Club Advisor Signature _____

Office Use Only	Date Received: _____
	Fundraiser / Activity Request
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
	Additional Forms Req'd _____
	ASB Business Commissioner _____
	ASB Advisor _____