

# FUND RAISING / ACTIVITY REQUEST FORM

Complete one form for each activity planned

Today's Date: \_\_\_\_\_

Club Making Request: \_\_\_\_\_

Activity Planned / Item(s) Sold: \_\_\_\_\_

Funds Raised Will Be Used For: \_\_\_\_\_

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

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

NYS Taxable Event/Sale

Current Club Balance: \_\_\_\_\_

Projected Expense(s)	\$ Projected

Projected Receipt(s)	\$ Projected

Total Projected Receipts	Total Projected Expenses	Total Projected Profit <i>(Receipts minus Expenditures)</i>

The student officers of the above named organization understand the above activity and assume responsibility for its fiscal conduct.

All signatures (in the order shown below) are required before starting this activity, sale, event, or project.

Student Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_  Approve  Do Not Approve

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  Approve  Do Not Approve

Central Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_  Approve  Do Not Approve

Calendar Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  Approve  Do Not Approve

Principal: \_\_\_\_\_ Date: \_\_\_\_\_  Approve  Do Not Approve

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_  Approve  Do Not Approve  
*(if applicable)*