Grant High School
Fundraiser / Event Request Form

If your organization is sponsoring an event/fundraiser, please submit this form 3 weeks prior to the event date.

Name of Registered Student Organization ____________________________________________

Contact person in Student Organization ____________________________________________

Adult / Teacher Supervisor ________________________________________________________

Phone # ___________________________ Email ________________________________

Fundraiser Start date ____________ Fundraiser End date ______________

Event Date __________________________ Location ________________________________

Proposed Event / Fundraiser

___________________________________________________________________________

Approximately how many organizations, students, or adults will be involved in the selling for the event / fundraiser?

___________________________________________________________________________

Attach a letter/brochure that includes product / services and selling prices

Will any part of the fundraising take place during instructional time? Y □ No □

If yes, explain how?

___________________________________________________________________________

If your event is a fundraiser, what will your organization do with the money it raised?

___________________________________________________________________________

Approved by Sponsor __________________________

Approved by Athletic Director __________________________

Approved by ASB Coordinator __________________________

Approved by Principal __________________________

Must have ALL signatures to gain approval
COMPLETE BOTH SIDES & BULLETED ITEMS

Los Angeles Unified School District
Student Body Finance Section

The Student Body of: GRANT HIGH SCHOOL  PTA/PTO Legal (Registered) Name:

Date:  PTA/PTO Telephone:

1.  [ ] Request to hold a fundraising activity

   Sponsor: ASB (student body)*  [ ] Club**  [ ] PTA/PTO***  [ ] Cooperative (ASB & PTA/PTO)****

   * 100% of proceeds must go to ASB  **Public appeal (activity not restricted to club members & their immediate families) must be split 30/70 with ASB  ***100% of proceeds can go to PTA/PTO  ****Proceeds must be split between ASB and PTA/PTO (% determined by the ASB prior to event).

   Distribution of Proceeds: ASB Share  Club Share  PTA/PTO Share

   Purpose of Fundraiser:

   Description of Fundraiser:

2.  [ ] Request for Expenditure  This expenditure is in the ASB Budget:  Yes  No

   Vendor/Contractor/Employee*: Click here to enter text.  
   Amount: $  
   Description: Click here to enter text.

   *If services are provided, a W-9 must be completed. Risk Mgt approval may also be required for insurance purposes. If employee, W-4 and I-9 must be completed.

3.  [ ] Receive a Cash or Non-monetary Donation

   Item: Click here to enter text.  
   Make:  
   Model:  
   Serial #: Click here to enter text.

   Purpose: Click here to enter text.

4.  [ ] Transfer or Dispose of Student Body Owned Equipment/Inventory

   Recipient: Click here to enter text.  
   Equipment/Inventory Description: Click here to enter text.  
   Value: $  
   Note: If approved, item(s) should be removed from ASB Inventory.

5.  [ ] Other

   Description: Click here to enter text.

   Approved in Student Body Council Meeting of  Click here to enter a date.  
   Minutes are attached to this Request.

   Signature of Principal (Required)  Date  
   Signature of ASB Treasurer (Required for Secondary)  Date  
   Signature of Financial Manager (Required)  Date:

   Signature of President, Local PTA/PTO (if involved):  
   10th/31st District PTA  Date:

   After completion, please submit to your Coordinating Financial Manager (via email or mail) 3 weeks prior to event.

   SBFS Approval - ASB Event/Activity:  [ ] Approved  [ ] Not Approved  Comments:

   PTO/PTA Registration Status Current/Registered with State DOJ?  Yes:  [ ] No:  [ ] Date Checked:

   SBFS – PTA/PTO Event/Activity:  [ ] Approved as to process  Not Approved  Comments:

   Coordinating Financial Manager Signature:  Date:  

   Other Approvals (if applicable):  M&O:  
   OEHS:  

   If "On-Campus" and solely sponsored by PTA/PTO, SBFS will forward to Leasing and Space Utilization for license agreement.  
   If PTA involved, school or local PTA forwards to 10th or 31st PTA who will sign and then return back to SBFS.  
   For ASB or cooperative, if "On-Campus" and Third Party Vendor/Business is involved, SBFS will forward to Risk Mgt for approval.  
   For ASB, if off-campus, SBFS will forward to Risk Management for approval.