

# Downey High School --- Activity Request Form (ARF)

This form is required for any extra-curricular activity other than athletic events and club meetings held on campus. It **must be submitted to the Activities Office TWO WEEKS** in advance of any planned activity. A copy of this form will be returned to the advisor after Student Body Cabinet action.

### GENERAL INFORMATION

- 1. Name of organization: \_\_\_\_\_
- 2. Proposed activity: \_\_\_\_\_
- 3. Date(s) of activity: \_\_\_\_\_
- 4. Location: \_\_\_\_\_
- 5. PRINT name of responsible teacher: \_\_\_\_\_

\_\_\_\_\_  
Club President's Signature

\_\_\_\_\_  
Club Advisor's/Sponsor's Signature

A. If items are sold, please complete the following:

- 1. Purchase order (see Ms. Foley for a PO# after ARF approval): \_\_\_\_\_
- 2. Item(s) to be sold: \_\_\_\_\_
- 3. Approximate number to be sold: \_\_\_\_\_
- 4. For what will profits be used? \_\_\_\_\_
- 5. Selling price per item: \_\_\_\_\_ Cost per item: \_\_\_\_\_ **Estimated amount to be made: \$** \_\_\_\_\_
- 6. What was your amount made last year: \$ \_\_\_\_\_  never held this fundraiser before

B. If this is a paid event or an "a-thon", please complete the following:

- 1. How much will be charged? \_\_\_\_\_
- 2. Who will sell tickets or collect the money? \_\_\_\_\_
- 3. Who will supervise financial aspects of event? \_\_\_\_\_
- 4. For what will profits be used? \_\_\_\_\_
- 5. List special information and financial arrangements (cost for security officers, facility rental, etc.)  
\_\_\_\_\_

C. If this is an off-campus event, please see an administrator for proper paperwork (fieldtrip form/parent permission slip)

**CABINET ACTION: APPROVED** \_\_\_\_\_ **NOT APPROVED** \_\_\_\_\_ **DATE:** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
ASB President's Signature

\_\_\_\_\_  
Activities Director's Signature

\_\_\_\_\_  
Asst. Principal Signature

**RECAP (to be completed by: \_\_\_\_\_)**

**\* Attach ALL receipts from ALL deposits made for this fundraiser to this completed & signed copy of the ARF.**

Income: \_\_\_\_\_  
Expenses: \_\_\_\_\_  
Profit: \_\_\_\_\_

(this is the difference between the actual income and expenses)  
\* if there is a loss, or if profits are less than projected, explain on the back of this form

Income
- Expenses
= Profit

**Advisor/Coach Signature:** \_\_\_\_\_