

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

ARF RECAP

1. RECAPs must be completed ASAP once ALL money is deposited to bookkeeper.
2. Attach ALL bookkeeper's receipts for ALL deposits made for this fundraiser. Complete #3 and sign below. (*For all Sports Receipts: please see bookkeeper for printout)

| |
|------------|
| Income |
| - Expenses |
| = Profit |

3. 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

Advisor/Coach Signature: _____