

# AGOURA HIGH SCHOOL FUNDRAISING/ACTIVITY APPLICATION

**APPLICATION MUST BE SUBMITTED TWO (2) WEEKS PRIOR TO EVENT FOR APPROVAL!**

Organization: \_\_\_\_\_ Activity: \_\_\_\_\_

Advisor of Event: \_\_\_\_\_ Advisor Phone: \_\_\_\_\_

**Advisor must be present at event.**

Date of Activity: \_\_\_\_\_ Day of Activity: S M T W Th F S

Event Time – This will be the publicized time of the event (Start/End): \_\_\_\_\_

Facility Time – This will include time for set up and clean up (Start/End): \_\_\_\_\_

Location (room, etc.) : \_\_\_\_\_ Number Expected: \_\_\_\_\_

If selling items. Items sold/Cost: \_\_\_\_\_ \$ / \_\_\_\_\_ \$ / \_\_\_\_\_ \$ / \_\_\_\_\_ \$ / \_\_\_\_\_ \$ / \_\_\_\_\_ \$ / \_\_\_\_\_ \$

Please describe in detail below: what the event is, who the event is for, why you are doing the event, the goal of the event, and how you are going to advertise for the event.

Please check the box if this is a **Service Learning Event**.

ANY event may require custodial set up, clean up or security at \$30 an hour. If fees are charged, enter the account number to be billed: \_\_\_\_\_ On the reverse, show placement of tables, chairs, equipment needed, etc. **Facility must be left in good condition: trash picked up, chairs/tables returned to their original position, etc. If not, you may be charged for custodial time required for clean-up and set up.**

**No Money was Collected or Charged**

**REVENUE POTENTIAL TEST** Must be completed for all fundraisers

	EXPECTED	ACTUAL	DIFFERENCE
<b>REVENUE</b> (sales quantity x sale price)	\$ _____	\$ _____	\$ _____
OTHER REVENUE (donations, etc.)	\$ _____	\$ _____	\$ _____
LESS items donated or given as prizes	\$ _____	\$ _____	\$ _____
NET REVENUE	\$ _____	\$ _____	\$ _____
<b>EXPENSES</b>			
PRODUCT COSTS (quantity X cost)	\$ _____	\$ _____	\$ _____
OTHER COSTS (advertising, freight, etc.)	\$ _____	\$ _____	\$ _____
TOTAL EXPENSES	\$ _____	\$ _____	\$ _____
<b>TOTAL PROFIT</b>			
(net revenue minus total expenses)	\$ _____	\$ _____	\$ _____

**SIGNATURES:**

Advisor/Booster President: \_\_\_\_\_ Date: \_\_\_\_\_

Calendar Clearance (AAC): \_\_\_\_\_ Date: \_\_\_\_\_

Cafeteria Clearance: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Use Clearance: \_\_\_\_\_ Date: \_\_\_\_\_

ASB President: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Principal, Activities: \_\_\_\_\_ Date: \_\_\_\_\_

**AGOURA HIGH SCHOOL**  
**FUNDRAISING/ACTIVITY APPLICATION**

**Maintenance and Operations Activity Checklist**

**NOTE: Facility/area must be left in clean condition: trash picked up, chairs/tables returned to original position, etc.**

Directions: Please place a checkmark next to the item(s) you will need for your function:

\_\_\_ Tables (#\_\_\_)    \_\_\_ Chairs (#\_\_\_)

\_\_\_ Microphone    \_\_\_ Generator

\_\_\_ Bleachers pulled out (East side \_\_\_, West side \_\_\_, Both \_\_\_)

\_\_\_ Trash Cans    \_\_\_ Trash bags

\_\_\_ ASB Tech Commissioners : Please Specify \_\_\_\_\_

\_\_\_ ASB Entertainment Commissioners: Please Specify \_\_\_\_\_

\_\_\_ Risers

\_\_\_ Gym basketball hoops pulled UP or DOWN (Please Circle)

\_\_\_ Podium

\_\_\_ Extension cords

\_\_\_ Lights/flood lights/halogen lights

\_\_\_ Ice

\_\_\_ Hoses

\_\_\_ Large Production Screen (if using a computer, please indicate \_\_\_ PC, or \_\_\_ Mac)

\_\_\_ Clean-up supplies (i.e. broom, shovels, rakes)

OPTIONAL: Draw & Label a layout for setup