

Cathedral City High School Activity Request 2018/2019

Each *Request* must be submitted at least two weeks before the event. All activities require Administrator and ASB Council approval. Requests submitted inside of two weeks will not be considered and the event will not be permitted to take place.

➔ Organization Name: _____ Advisor Name (print): _____

I understand and agree to all timelines and conditions of this request. Advisor Signature: _____

➔ Check one and describe:

Activity: _____

Fundraiser: _____

Will you be soliciting any businesses for donations? No Yes **Please attach letter used for soliciting donations if yes.**

Using a Vendor? No Yes If so, please list Vendor(s): _____

Administration must approve all vendor agreements/solicitations. Have Administrator sign below before turning in Request.

I hereby authorize the use of listed vendor(s). _____

Principal's Designee Signature

Date

➔ Date(s) Requesting: From _____ To _____ Hours _____

Location: _____ (Complete **Use of School Facility** at <http://www.cchslions.net/fans.html> if event is held on campus.)

Purpose: _____

Using Security? No Yes How many? CCHS Security _____ **ANY EVENT ON CAMPUS THAT HANDLES CASH REQUIRES SECURITY TO BE PRESENT** (Security is paid by the organization holding the event.)

Spending Organization Funds? No Yes (Complete Payment Request if spending **any** money, including reimbursements.)

IMPORTANT NOTE: No invoices or reimbursements will be paid or receipts accepted without a pre-approved *Payment Request* on file. Because of timeline requirements, if any *Activity Request* and *Payment requests* are needed for the same event, the *Activity Request* must have already been approved the previous week in order for the *Payment Request* to be considered.

REVENUE POTENTIAL

➔ Complete items 1-6 if **any** money is to be collected at any time during or for the activity:

1. Est. total expenses to be spent, inc. tax \$ _____ 4. Avg. selling price per item or service \$ _____

2. Est. number of items or services to sell _____ 5. Potential collection to deposit (#2 X #4) _____

3. Kind of items or services selling _____ 6. Potential profit after expenses (#5 - #1) _____

ORGANIZATIONAL APPROVAL

The decision by any student organization to spend its funds must be recorded in Club Minutes and made available for audit.

"I hereby certify that the _____ Club approved by a quorum of members the above Request at a meeting held on the

_____ day of _____, _____"

Day

Month

Year

Club Treasurer Signature

Club Advisor Signature

Club President Signature

CCHS ASB FORMAL ACTION

Approved Not Approved Tabled (until _____) *"If "Tabled" or "Not Approved," the reason is as follows:*

I hereby certify that the CCHS ASB Student Council took action on the above Activity Request at a formal meeting held on the

_____ day of _____, _____

Day

Month

Year

ASB Treasurer Signature

Principal's Designee Signature

Activities Director Signature