

ELK GROVE HIGH SCHOOL FUNDRAISER WORKSHEET

Student Sponsored Fundraiser

Booster Sponsored Fundraiser

Complete this worksheet no later than 60 days PRIOR to date of fundraising activity. Activity must be approved PRIOR to committing/obligating any funds for the activity. Students are not required to participate in fundraisers and no minimum quantity or sales are required of students that do participate. Students are not to solicit door-to-door. No single serving candy sales authorized.

Student sponsored fundraisers: For each item listed as an expense a PO request with estimates, quotes, etc. and facilities use form must be attached to this worksheet.

Sponsoring Group/club/booster name: _____

Describe the fundraiser: _____

Proceeds to be used for: _____ **Posted to** **Team** **Student Account**

Type of fundraiser: **Dance** **Performance** **Carwash** **Tournament/Camp** **Candy/Cookies**

Other: (specify) _____

Location: _____ **Start date:** _____ **End date:** _____

Advisor/Contact: _____ **Phone:** _____

Income/Expenses Estimates

	Vendor	Income	Expenses	FTF Completed
Income				
General funds (current funds available)				
Item Sales (estimated number _____ x price \$ _____)				
Donations (specify)				
Other (specify)				
Expenses				
Facility/venue				
Decorations				
DJ/Officials				
Entertainment (specify)				
Food				
Other (specify)				
Other (specify)				
Other (specify)				
Transportation				
Kitchen \$24 avg per hr (estimated hours) _____	EGUSD			
Custodial \$33 hr/Sat # hrs: _____ \$44/Sun # hrs: _____	EGUSD			
Security				
Campus Security 1/50 people/\$26 avg p/hr after school/wkends (# hrs) _____	EGUSD			
Off-duty Sac Co Sheriff req for multi-school events \$68 hr (# hrs) _____	Sheriff			
Advisor substitute \$180 avg per day (estimated # days) _____	EGUSD			
Totals				
Profit/Loss income less expenses				

Site Controller Reviewed: _____ Date: _____

Activities Director Approval (ASB groups only): _____ Date: _____

Principal Approval: _____ Date: _____